

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

**JD SS 403**

*Updated: May 2009*

**Position Title:**        **Food Service Assistant**

**Qualifications:**

- Diploma of graduation from high school, GED, and/or demonstrate an ability to read, comprehend written instructions and perform basic arithmetic computations.
- This person will receive on-the-job food preparation training so as to be able to substitute as a Cook II or Cook I in the event of food service department absenteeism.
- Must pass a health examination including a tuberculin skin test or chest x-ray at beginning of employment.
- Must be able to perform tasks involving moderate lifting.
- Must be able to stand for several hours on cement floors.
- Must be able to work in very warm environment and for short periods of time in refrigerated units.
- Must be able to perform duties during periods of high work peaks.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

**Immediate Supervisor:**        Food Service Manager/Cook

**Position Function:**

The Food Service Assistant works under the direction of the Food Service Manager/Cook in order to assist in providing nutritional, balanced meals and performs such duties as may be assigned.

**Specific Responsibilities:**

1. Prepares and serves food according to standards related to sanitary conditions as directed.
2. Prepares salad and potato bar.
3. Follows work schedules required for the cleaning of eating and working areas, utensils, and equipment.
4. Operates the dishwasher and cleans equipment according to procedures.
5. Assumes responsibility for all cleaning of food service equipment, trays, utensils, sinks, etc. as directed.
6. Reports unsafe equipment, trays, utensils, etc. to the Food Service Manager/Cook immediately.
7. Replaces Cook II and Cook I during the time of their absence from work.
8. Must promote student and staff satisfaction in the food service program.
9. Fills condiment containers and keep them clean.
10. Stocks food serving area with napkins, straws, etc. as required.
11. Sweeps the food service preparation and serving areas.
12. Performs other functions as needed.

**Term of Employment:** Salary and work year to be established by the Board.

**Evaluation:** Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Food Service Manager/Cook.