

**Job Title:** Food Service Aide- Satellite

**Position Function:** Under the direct supervision of the Building Principal, Cafeteria Manager when applicable, and Program Supervisor. The primary function of this position is to assist with meal serving, and cleaning of area and equipment.

**Essential Performance Responsibilities:**

- Assist with arrangement of serving lines and service of food, following menu and portion sizes as provided and meeting meal service standards
- Assist with food preparation and garnishing as needed
- Perform general cleaning, which may include sweeping and mopping of floors of kitchen and serving line areas, equipment, pots and pans, and transport carts
- Lift and carry food and supply items to work stations
- Maintain sanitation and food safety standards
- Perform other assigned duties as may be required by the Building Principal, Supervisor of Elementary Program and/or Supervisor of Secondary Programs

**Additional Duties:** Perform other duties/responsibilities as assigned by the Building Principal, Cafeteria Manager when applicable, and Program Supervisor .

**Equipment:** The employee must demonstrate the ability to use various equipment assigned to the job position as needed. This position may require the ability to use iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

**Travel:** Occasional travel between schools in and out of the district as well as to central offices is required.

**Physical and Mental Demands:**

- Regular attendance is important
- Attendance at required meetings
- Limited (0-1 hour): Below the waist reaching, overhead reaching, climbing/balancing (stairs, ladders, other), kneeling, crouching (squatting) and forceful gripping
- Occasional (1-3 hours): Walking
- Frequent (3-6 hours): Total reaching, waist to shoulder reaching, standing, rotation of head/neck, flexion (head bend down and head bend back), bending at the waist, twisting at the waist, handling/grasping, fine finger manipulation and repetitive motion (multiple manipulation of same muscle group)
- Exposure to: Odors, fumes, and chemicals (cleaning solutions)

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)
01-10lbs. (Sedentary)			Pushing/Pulling		Lifting Carrying
11-20lbs. (Light)			Lifting Carrying Pushing/Pulling		
21-50lbs. (Medium)		Lifting Carrying Pushing/Pulling			
51-100lbs. (Heavy)	Lifting Carrying Pushing/Pulling				
100 + lbs. (Very Heavy)	Lifting Carrying Pushing/Pulling				

**Knowledge, Skills, and Abilities:**

- Ability to exhibit a high degree of independent judgment, discretion and decision-making
- Ability to plan, organize, make decisions, and determine priorities, changing assignments on short notice, maintaining composure and performing responsibilities under pressure
- Ability to work effectively as a team member as well as a team leader; team oriented
- Ability to work in a diversified workplace, establishing and maintaining cooperative working relationships with others contacted in the course of work
- Ability to relate in a professional manner to all levels of personnel and students within the district, and to maintain positive professional relationships with customers, vendors, staff and personnel of other departments
- Display a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them
- Ability to communicate effectively both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information
- Ability to communicate effectively with a Supervisor when their discretion is needed
- Basic computer proficiency and the ability to effectively use Microsoft Word and Outlook which will be determined and validated by testing
- Must be detailed oriented
- Knowledge of various types of materials and procedures used in the area is essential
- Ability to handle multiple priorities
- Must be detailed oriented
- Use good judgment to make decisions on recurring assignments
- Knowledge of various types of materials and procedures used in the area is essential
- Ability to follow oral and written instructions

**Interrelations:**

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the Building Principal, Cafeteria Manager when applicable, and Program Supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

**Employee Punctuality and Appearance**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

**Qualification Profile:**

- This position requires a high school diploma or GED
- Must obtain a Food Handler's Card within 30 days of employment
- Must attend a Food Safety Basics class within 6 months of employment

**FLSA Status:** Non-Exempt

**Department Specifics:****Food Service Aide II, Satellite School Nutrition Services Program-****Additional Responsibilities:**

- Inspect all delivered food to ensure required quality standards and quantities are met
- Maintain HACCP records as required by Nutrition Services Standard Operating Procedures (SOPs)
- Calculate needed food and supply items on an as needed basis
- As appropriate, supervises student helpers

**Additional Qualifications:**

- Completion of one year of food service experience
- Basic math skills which will be determined and verified by testing

**Food Service Aide III, Satellite School Nutrition Services Program-****Additional Responsibilities:**

- Inspect all delivered food to ensure required quality standards and quantities are met
- Maintain HACCP records as required by Nutrition Services Standard Operating Procedures (SOPs)
- Calculate needed food and supply items on an as needed basis
- Perform cashing duties for an a la carte line and completes the cashiers' reports
- Complete computer tasks as assigned
- As appropriate, supervises student helpers

**Additional Qualifications:**

- Completion of one year of food service experience
- Basic math skills which will be determined and verified by testing
- Basic computer skills which will be determined and verified by testing