

4J SCHOOL DISTRICT

Job Title:	FOOD SERVICE ASSISTANT I	Dot #: 318.687-010
Department:	Food Service	
Work Hours:	8 hours daily, 185 days year, 6:00 a.m. - 2:30 p.m. September to June.	
Job Summary:	<ul style="list-style-type: none"> ·Assists in the preparation, production and serving of meals in school. ·Assemble meals and ala carte servings, heat prepared foods. ·Set up and prepare serving areas. Serve clients, clean and sanitize kitchen and eating areas. Wash and sanitize dishes, utensils and cooking equipment. ·Load, unload, and store food stuff and cleaning supplies to maintain acceptable inventory levels. ·Assist in training new employees, temporaries and student helpers. ·Perform other related work as required. 	
	<ul style="list-style-type: none"> ·No previous experience in institutional food service is required. ·Possession of State Food Handlers Certification. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> ·Standing/Walking: Frequently/Constantly (80-90%); while performing kitchen food preparation duties on tile/concrete surface up to 2-3 miles per day. Involves moderate to fast-paced walking to meet daily timelines. ·Lift/Carry: Frequently, 10-35 lbs; food, materials, kitchen supplies, equipment. Occasional lifting up to 50 pounds. Carry short distance up to 20 feet. ·Push/Pull: Occasionally; while stocking supplies and using wheeled cart to move food and supplies exerting a force up to 10-20 pounds. ·Climbing: Infrequently; step stools while retrieving items in stock room, freezer, storage area. ·Bending/Twisting: Frequently; at waist/knees while preparing food, removing cookware/supplies from lower shelf, cleaning and sanitizing. ·Kneeling/Crouching: Occasionally; removing items from lower shelves, cleaning below counter level. ·Hands/Arms: Frequently/Constantly use of both; reaching/handling/gripping/grasping/fingering while performing food preparation, handling supplies and materials, cleaning and wiping. ·Sight/Hearing/Speech: Constant use to perform food preparation and communicating with assigned staff and students. Sense of smell required in preparing food and identifying freshness. 	
Mental:	<ul style="list-style-type: none"> ·Frequent mental alertness while operating/working around kitchen equipment that could be hazardous; using sharp knives. ·Must be able to work harmoniously with staff, students, and others. ·Must be able to work independently, adapt to work routine, and complete all tasks as assigned. ·Ability to comprehend safety and sanitation regulations. ·Must be able to read, write and speak English, perform basic mathematical calculations. 	
Work Conditions:	<ul style="list-style-type: none"> ·Work is performed in an industrial kitchen and cafeteria environment. ·Hazards: Working around heated cooking equipment such as ovens and burners; exposure to cleaning/sanitizing chemical solutions, bleach, ammonia and detergents; exposure to sharp objects; moving mechanical parts; pinchpoints; odors; fumes; slippery surfaces; noise; walking in/out cooler/freezer areas. ·Equipment used: industrial kitchen equipment and utensils, knives, and cleaning tools. 	