



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Food Service Assistant</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>Kitchen Manager</i>
Office: <i>School-Based</i>	Department: <i>School Nutrition</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Non-exempt</i>	Term of Employment:
	Probation: <i>6 months</i>

Position Summary/Purpose:

Performs a variety of food service operations, to include food preparation, serving, cashiering, etc. at school sites. Maintains facilities in a sanitary condition and adheres to health department codes.

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Prepares entrees, salads and bread products following standard recipes.
- Operates food service machinery and equipment.
- Portions food according to standardized procedures.
- Maintains a neat and orderly kitchen, cafeteria and related work areas.
- Washes dishes, utensils and pots and pans.
- Operates a software system to compute meal counts.
- Serves meals to students and adults.
- Maintains accurate counts of supplies on hand, supplies in storage and items sent or items utilized in classrooms.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- High school diploma or GED and at least 18 years of age at time of application

Experience Requirements:

- N/A

Knowledge, Skills and Abilities:

- *Effective oral and written communication and presentation skills are required.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *Customer focused*

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- School kitchen environment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation. Must be able to lift up to 30 pounds.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.