

Position: Food Service Assistant

Job Status: Grade 4, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications

- High School Diploma or GED
- Previous school food service experience (preferred)
- Must be Food Handler Certified by Local Health Department
- Must pass a pre-duty drug and alcohol test and submit to random testing for alcohol and drugs
- Must pass a criminal background check
- Ability to read, write, and comprehend instructions
- Ability to coordinate and produce work within allotted time
- Ability to communicate and get along with co-workers, students, and staff members at the school.
- Meet minimum physical requirements.

III. Specific Responsibilities:

- a) Demonstrates basic knowledge of USDA meal pattern guidelines in regard to required food components and portion serving sizes

- b) Prepares and serves food following established procedures and methods
- c) Utilizes standardized recipes and culinary techniques as directed to prepare high quality foods that result in *Total Quality Meals* being served to students
- d) Performs all cleaning duties as assigned
- e) Properly uses and cares for all equipment, tools, and utensils
- f) Applies sanitation and safety rules to insure proper food handling, safety in work, and reduction of accidents
- g) Demonstrates good personal appearance and cleanliness in work habits
- h) Demonstrates willingness to work where needed and assist others until all assigned jobs are completed
- i) Attends staff conferences and training sessions to keep abreast of program changes and new ideas
- j) Participates in activities with and for the students
- k) Helps collect and record food service data as required
- l) Performs any other duties as may be assigned for the efficient operation of the school and welfare of the students

Immediate Supervisor: Charter School Principal

Date of Approval _____