

Job Title: Food Service Associate
Reports to: Building Principal and/or District Food Service Manager
Work Schedule: Hours to be determined, 183 days per year
Salary: Per Service Employees International Union Local 925 10-Month Employee negotiated salary schedule

Position Summary:

This position is responsible for assisting with the preparation and serving of nutritious and attractive meals in a pleasant, efficient, and effective manner, requires personal neatness, a pleasant disposition, independent working skills, quickness in carrying out duties, serving skills, heavy lifting, cashiering, daily record keeping and deposits, step climbing, dishwashing, cleanup, and working with various chemicals and detergents.

Minimum Qualifications:

- High School Diploma or equivalent
- Previous experience in food preparation preferred
- Must have math skills at grade 12 level
- Valid Washington State Health card (maintained for the duration of this job)
- ServSafe certification desired
- Evidence of excellent attendance and work record
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Prepare foods with efficiency for kitchen and ship out kitchens as needed (i.e. wrap burgers, pre-package salads, etc.)
- Operate kitchen equipment (i.e. mixer, dishwasher, oven, steam table, heating cart, etc.)
- Work independently
- Lift up to 35 pounds in various containers i.e. mixing bowls, cases of food, large pans of unbaked and baked food, cases of canned and fresh vegetable and fruit
- Cashier in any given area
- Read recipes, know standard weights and measurements, increase or decrease ingredients
- Serve proper portions of food
- Assist in daily cleanup of kitchen and service areas
- Maintain sanitary conditions at all times
- Practice safety habits at all times
- Maintain sanitary conditions at all times
- Assist with daily record keeping and deposits as assigned
- Store leftover food properly
- Maintain proper storage of food items
- Provide backup assistance for kitchen manager
- Order food for outside locations
- Maintain updated knowledge of school policies and procedures that affect this position
- Work in like or high classifications to fill in for absent employees as needed
- Complete knowledge of Snohomish County and Washington State food safety, sanitation, and proper temperatures
- Setup and disassemble serve line(s)
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public

- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to assist students and parents with account activity
- Ability to correctly lift heavy objects up to 35 pounds
- Ability to remain flexible to changes in assignments or situations
- Ability to use past job related training
- Ability to participate in any offered job related training
- Ability to communicate effectively
- Ability to follow and give written and oral instructions
- Ability to set priorities
- Knowledge of safety rules, regulations, and procedures
- Knowledge of math at twelfth grade level
- Ability to do math calculations and make correct change in your head
- Ability to work independently
- Working knowledge of USDA meal pattern requirements
- Knowledge of ordering, buying, preparing and serving foods
- Ability to manage culinary utensils
- Ability to manage storage of food supplies
- Ability to maintain confidentiality
- Ability to work quickly and independently, interact well, establish and maintain working relationships with students, staff, and coworkers required
- Ability to sell and make change quickly
- Ability to get along well with others while working at a fast pace
- Ability to take the initiative to seek-out work needing completion

Work Environment:

Kitchen environment. May experience frequent interruptions and/or unexpected changes (i.e. menu, equipment used, personnel involved). Requires physical strength, ability to operate equipment, and ability to lift up to 35 pounds. Exposure to cleaning chemicals, fumes, and hot and cold environments (walk-in freezer and working around stoves and ovens). Maintain safety habits and sanitary conditions at all times.

Evaluation:

This position shall be evaluated periodically by the Building Principal and/or District Food Service Manager pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed March 2016.
Job description revised August 2019.