

Job Posting: Part-Time Food Service Assistant

***Please email your resume and three references to Dr. Jay P. Smith
smithj@gifford.k12.il.us***

Deadline for resume submission is May 1, 2021

Gifford CCSD #188 JOB DESCRIPTION

POSITION TITLE: Food Service Assistant

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Shall meet all qualifications as required by the School Code and the Laws of Illinois, to include the appropriate state health certificates.
3. Shall be of good character.
4. Shall be knowledgeable of health codes and the usage of equipment employed in the handling, preparation and storage of food stuffs, as well as meal preparation.
5. Must meet the requirements of any other qualifications deemed appropriate by the Board of Education.
6. Must have or be willing to get a certified Food Service Sanitation Manager Certificate (FSSMC) ANSI accredited.
7. Must complete 6 hours of required minimum annual training for school nutrition employees.

REPORTS TO: Food Service Manager

JOB GOALS: The Food Service Assistant shall work cooperatively with the Food Service Manager to maintain the high standards of the food service program in accordance with guidelines set by the food service-related laws of the federal and state governments.

TERMS OF EMPLOYMENT:

Salary and schedule shall be established by the Board of Education. Employment is on a continuing basis. Employment is for 176 school attendance days with an average of 4 - 5 hours per day with starting time and ending time being on most days from 8:00 A. M. until 1:00 P.M.). The employee qualifies for 6 cumulative sick days per year and 1 personal day per year. All provisions of the contract between the Gifford Education Association regarding the use of sick and personal days shall apply in the case of the Food Service Assistant. The employee will participate in the Illinois Municipal Retirement Fund and the Social Security program. Days/hours absent without prior authorization from the superintendent shall be taken as pay deducts.

EVALUATION:

An evaluation of the person in this position shall be accomplished annually by the Food Service Manager utilizing the Food Service Assistant evaluation instrument

PERFORMANCE RESPONSIBILITIES:

1. Assists the Food Service Manager to prepare and serve wholesome, well-balanced meals at breakfast and lunch that meet the District Wellness Policy guideline.
2. Assists the Food Service Manager to serve meals at the prescribed time in a pleasant, student-centered environment.
3. Takes partial responsibility for the care, cleaning and maintenance of the kitchen, the kitchen equipment and the student eating area.
4. Maintains pay receipts for meals and daily meal counts.
5. Serves as the Manager of the food service area in the absence of the Food Service Manager.
6. Completes tasks assigned by the Food Service Manager during scheduled working hours.
7. The Food Service Assistant shall perform other reasonable tasks related to food service not included in the above responsibilities as directed by the Food Service Manager or superintendent.