

McNary School District

P.O. Box 598
McNary, Arizona 85930
(520) 334-2293

Food Services Assistance Job Description

GENERAL PURPOSE:

To perform routine food preparation tasks, clean up, set up and other duties as needed for the school food service program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine food preparation tasks, such as cutting up fruits and vegetables, making and wrapping sandwiches and salads
- Set up and stock work areas with all necessary ingredients and equipment
- Assist with daily cleaning duties in the kitchen, including cleaning equipment and work areas, mopping, operating dishwasher and/or scrubbing pots and pans
- Cleaning up serving equipment and putting away/disposing of leftovers
- Serve students and staff in a cheerful and helpful manner
- Accurately prepare and serve meals and snacks according to state and federal guidelines
- Safely operate standard and specialized kitchen equipment, including convection/combi ovens, microwave ovens, dishwashers, food warmers, coolers and freezers
- Clean work areas and dispose of garbage daily
- Assist manager with ordering and inventory maintenance
- Respond to all internal and external customers, as it relates to the position, in a prompt, efficient, friendly and patient manner
- Maintain courteous relationships with students, staff, parents, and community, treating all with respect
- Perform all related duties as required
- Performs other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED:

- Previous experience in food preparation and handling
- Food Handlers Card
- High School Diploma or GED

QUALIFICATIONS:

- High school diploma or GED
- Experience working in a school cafeteria or kitchen preferred
- Ability to operate institutional equipment preferred
- Must display ability to communicate effectively with staff, co-workers and students
- Must pass fingerprint clearance from The Arizona Department of Public Safety

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

For more information call the Superintendent/Principal at 928.334.2293 or visit our website at www.mcnary.k12.az.us.

***Position is open until filled