

Job Title: Substitute Food Service Assistant
Reports to: Building Principal and/or District Food Service Manager
Work Schedule: On-Call Basis
Salary: Salary Schedule #14 – E1 & 2 - 01

Position Summary:

In the absence of the regular employee, the Substitute Food Service Assistant is responsible for assisting with the preparation and serving of nutritious and attractive meals in a pleasant, efficient manner. Dishwashing and clean-up, as well as cashiering and record keeping may also be included along with other duties as assigned.

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 food with efficiency for department and outside locations as needed
- Operate kitchen equipment (i.e. mixer, dishwasher, oven, steam table, heating cart, etc.)
- Cashier in any given area
- Read recipes, know standard weights and measurements, increase or decrease ingredients
- Serve proper portions of food; know and practice “offer vs. serve”
- Assist in daily cleanup of kitchen and service areas
- 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 department and outside locations
- Maintain updated knowledge of school policies and procedures that affect this position
- Work in like or higher classifications to fill in for absent employees as needed
- Complete knowledge of Snohomish County and Washington State food safety, sanitation, and proper temperatures
- 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 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
- 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
- Working knowledge of USDA meal pattern requirements

Minimum Qualifications:

- High School Diploma or equivalent
- Must have math skills at grade 12 level
- Valid Washington State Health card (maintained for the duration of this job)
- 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 trainings thirty (30) calendar days from hire date

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

The substitute shall be evaluated periodically by the Food Service Manager pursuant to the currently established district procedures and evaluation criteria.

Classification History

Job Description was developed January 2006.

Job description revised April 2011.

Job description revised April 2012.