

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

January 2009

SECTION I: GENERAL INFORMATION

Position Title: Food Service Associate III	Department: Food Service
Immediate Supervisor's Position Title: Food Service Manager	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining Unit:

Job Summary:

Under the general direction of the Food service Coordinator and the daily guidance of the Food Service Manager, the Food Service Associate III is responsible for cooking and baking food for the food service operation and for processing point of sale information. The Food Service Associate III assists the Food Service Manager with cooking, meal preparation, ordering food items and supplies, and stocking freezer and storage areas. This position may be expected to provide support and act as the back-up person in the absence of the Food Service Manager. Because of the variety of duties and responsibilities assigned within the various kitchens and the similarity of duties within all food service positions, there is some degree of overlap in the duties and responsibilities of all food service personnel.

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees have a responsibility to be familiar with the facility's safety and emergency procedures and to comply with these rules and guidelines incorporating safe work practices and to use all safety devices according to established procedures.

Duty/Responsibility No:	1	Statement of duty/responsibility: Provide baking and cooking services of food products for the daily food service operation.
Percent of Time:	35%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Bake and cook food products for breakfast, lunch, salad bar and/or a la carte lines according to daily menu needs.• Utilize pre-made (i.e. frozen) items, if applicable, and cuts, portions, pans and cooks and/or bakes items.• Follow HACCP established procedures.		

Duty/Responsibility No:	2	Statement of duty/responsibility:
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Percent of Time:	20%	Assist in the preparation food items.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Prepare food items according to standardized recipes for quantity food production. • Assist and/or prepares food items for main line and/or a la carte lines. • Prepare fruits and vegetables and salads for various food lines and/or a la carte. • Assist in portioning dough for cookies. • Review future menus, calculates needs and prepares amounts required. • Cover, label, date and store food items appropriately. • Follow HACCP established procedures 		
Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	15%	Assist in the ordering, inventory and delivery of food and supply items.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Calculate needs and orders food and supply items from established vendors. • Verify accuracy of daily deliveries in comparison to order placed. • Sort, distribute and store supplies in appropriate areas. • Organize and rotate products in all storage areas according to expiration dates and first in/first out guidelines. • Follow HACCP established procedures 		
Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:	15%	Provide the main computer operator services and running of “point of sale” programs throughout the day.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Monitor trays to ensure that qualifying food items for a reimbursable meal are taken. • Input purchases into computer system during lunch periods or other times throughout the day. • Collect money from students and ensures students know when balances in accounts are low. • Enter deposits into student accounts daily. • Deposit money to bank as needed. • Process payment and purchase batch updates on a daily basis. • Balance money in cash register daily. • Act as resource person for questions about student accounts. • Review accounts and process and distribute notices and/or statements for over due accounts, as needed. 		
Duty/Responsibility No:	5	Statement of duty/responsibility:
Percent of Time:	5%	Set up, break down and replenish food and supply items for food lines or storage areas.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Set up food items, condiments and supplies for food lines. • Replenish food and supply items on various food lines and/or a la carte lines as needed. • Replenish coolers with appropriate foods and beverages. • Break down serving lines. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Follow and maintain standards of cleanliness and sanitation.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Comply with expectations for appearance and personal hygiene. • Follow proper procedures for handling various food items. • Keep work surfaces, equipment, counters, tabletops, chairs and sinks clean. • Clean and sanitize pots, pans and utensils used in meal preparation and serving. • Sweep and mop kitchen, storage and lunch room areas. • Dispose of boxes, cans and other waste items according to established procedures. • Ensure that the kitchen meets health and safety laws and regulations. 		

Duty/Responsibility No:	7	Statement of duty/responsibility: Perform other comparable duties of like or similar nature as assigned.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Attend training sessions, district departmental meetings and in-services. • Train and learn other activities, functions and job assignments within food production operations as delegated by the Food Service Manager. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level	<ul style="list-style-type: none"> • Knowledge of state and federal guidelines for food 		

Doctorate level	<p>preparation and cleanliness.</p> <ul style="list-style-type: none"> • Knowledge of the application and use of computers and point of sale software/application(s). • Knowledge of all safety precautions applicable to trade. • Knowledge of the application, use and proper storage of all food materials, perishables and supplies used in the performance of the job. • Knowledge of cleaning techniques and materials. • Knowledge of calculating recipes, cooking, baking and preparing food for institutions. • Knowledge of all kitchen tools and equipment.
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Required Work Experience in Addition to Formal Education/Training:

Minimum of 2 years baking and cooking experience or food production experience in a large kitchen facility.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Customer relation skills in dealing appropriately with and interacting with children and staff. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Ability to work independently with minimal supervision. • Use and operation of point of sale programs and computers. • Ability to operate a cash register, computer and calculator. • Completing or assisting in food production reports, ordering and related reports/counts. • Preparation, slicing, and set up of food items and materials for ala carte, main and alternative lines. • Ability to calculate and order products and supplies needed. • Ability to calculate and adjust recipes and utilize basic math principles. • Ability to prepare, bake and cook food and utilize menu preparation skills. • Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules. • Ability to read, understand, and follow safety procedures.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Tools/equipment (i.e. knives) used in the kitchen provide for the potential for injury. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (push & pull, Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Created 09/03 by BCC
Revised 04/04 by BCC
Revised 05/05 by JK