

ROLE DESCRIPTION FOOD SERVICE SUPPORT

TITLE: Food Service Support

QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. Valid Driver's License required when appropriate.
3. Aptitude for successful performance of the responsibilities listed is necessary.

REPORTS TO:

Director of Food Services, Food Service Manager/Supervisor

JOB GOAL:

To enhance student achievement by assisting in the preparation of planned, nutritional meals served in a pleasant, sanitary manner.

PERFORMANCE RESPONSIBILITIES:

A. OPERATE FOOD PREPARATION EQUIPMENT:

1. Demonstrate awareness of the location and operation of all safety equipment.
2. Inspect equipment for cleanliness and functional operation.
3. Report any equipment failure to Food Service Manager/Supervisor.

B. MAINTAIN THE HIGHEST STANDARDS OF SAFETY AND CLEANLINESS:

1. Wear appropriate uniform, gloves, hairnet, etc.
2. Scrub sinks, counters and work area daily or as necessary.
3. Wash and sterilize all serving utensils, pans and equipment.
4. Perform major periodic cleaning of refrigerators, ovens, walk-ins, storeroom, and food preparation area.
5. Maintain the highest standard of safety and cleanliness in the kitchen following the New Hampshire Sanitation Code.
6. Report immediately any problems or accidents occurring in the kitchen or the cafeteria to the Director
7. Participate in relevant training as required.

C. ASSIST WITH COOKING AND PREPARING MEALS ON DAILY MENU:

1. Record items from stock to fill requisitions.
2. Carry or deliver items by cart, hand, truck or van to requesting department or school; obtaining authorized signature.
3. Unpack items received and inspect for damage or defects.
4. Store items according to established procedures.
5. Inventory periodically stock on hand and verify count inventory control totals.
6. Transport additional items from purchasing department as needed.
7. Maintain the cleanliness and fuel level of van.
8. Lift heavy objects when necessary.
9. Complete daily delivery route with food and supplies for satellite schools.

10. Prepare food according to planned and tested recipes.
11. Assure food is of the best quality, appearance, and temperature before serving.
12. Assure proper storage and/or disposal of all unused food or supplies.

D. MAINTAIN A CORRECT MONTHLY INVENTORY:

1. Record daily requisitions from the storeroom.
2. Report to manager any inferior quality of food supplies delivered.
3. Determine quantities of each food to be prepared daily.
4. Complete daily production sheets.

E. SERVE STUDENTS AND STAFF IN A CONSISTENT AND PLEASANT MANNER:

1. Assemble food and supplies for service to students.
2. Maintain a positive attitude while serving students and staff.
3. Cross train as cashier when necessary.
4. Demonstrate accurate accounting procedures.
5. Complete daily cash sheets.
6. Relocate temporarily to assist in another school cafeteria when deemed necessary by the Director.

F. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent
Walking – Occasional
Sitting – Occasional
Driving – Frequent
Lifting – Lift a minimum of 25 lbs. – 30 lbs.
Bending/stooping – Frequent to Occasional

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.