Title: Food Service Associate II

Responsible to: Food Service Manager and Building Administrator or Principal.

Classification: Nonexempt, Part time

Qualifications: Demonstrates aptitude and competence for assigned responsibilities. Supports and fosters the Catholic uniqueness of the school. High school graduate or equivalent combination of education and/or experience is required.

Agreement: This agreement is between the Holy Family School System Catholic School Board and the Food Service Associate II. Specifics of the agreement are spelled out on the attached Job Agreement. This agreement may be terminated immediately upon the mutual consent of both parties if made in writing; either party may terminate this agreement when a two week notice is given in writing to the other party. (Two week notice defined in calendar weeks.) The Board may also terminate this agreement for inappropriate job performance by the Food Service Associate II.

Job Goal: To prepare and serve the student attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth. Also to carry out assigned tasks in order to facilitate the smooth operation of the Food Service program.

Evaluation: Performance of this job will be evaluated at least annually by the Food Service Program Manager and building Administrator or Principal.

Essential Functions/Major Responsibilities: The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

1. Acts as lead Food Service Associate at each individual school.
2. Assumes responsibility for correcting any problems that arise if Food Service Manager is unavailable.
3. Assists where assigned in the proper preparation of food.
4. Assists in setting up service areas and the serving of food as assigned.
5. Assists as assigned in the cleaning and maintenance of the Food Service area and equipment.
6. Assists as necessary in establishing the daily plate count, as well as other food and supplies used.
7. Complies with all health, safety, and sanitation standards as determined by local district.
8. Performs such other tasks as may be arranged by the Food Service Manager.
9. Notifies Food Service Manager of any breakdown or problem with equipment.
10. Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
11. Assumes responsibility for storage and disposal of unused food.
12. Performs other related duties as directed by Food Service Manager.