**SAMPLE JOB DESCRIPTION: SITE ASSISTANT-SATELLITE**

Job Title: Site Assistant - Satellite

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: [District Dependent]

Supervisor’s Superior: Food Service Director

Positions Supervised: none

**Job Summary**

The Food Services Assistant (SA) works with the Site Lead (SL) in the proper reheating of main course items and side dishes, preparing salad bar setup and maintenance during service, service line set up and presentation and serving of meals; and kitchen cleaning as part of maintaining a safe food production and service environment. NS Assistants are also responsible, as assigned, for recordkeeping of temperatures and production, inventory counting and cashiering duties including; proficient operation of XX point of sale software system recording meal sales, recordkeeping, monies collection and all other functions of XX including processing advanced payments.

**Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Understands and is able to communicate the philosophy of the [Sample School District]Food Services Program and on a daily basis helps to deliver information to the school population about the food, the sources of the food, the recipes and the overall program.
2. Participates in the proper reheating of main course items, side dishes and salad bar preparation and serving of meals according to the [Sample School District]FS Department Standard Operating Procedures.
3. Participates in the proper receiving, storage and inventorying of all foodstuffs, paper, chemicals and supplies according to the [Sample School District] FS Department Standard Operating Procedures.
4. Ensures the freshness of all prepared items by implementing proper rotation of food items prepared, properly wrapping and labeling prepared food items, and preparing only the amounts of food items as assigned.
5. Participates and maintains the cleanliness and sanitation of all kitchen, cafeteria and storage areas under the auspices of FS Department including, but not limited to, walk-ins, refrigeration, freezers, dry storage and FS site office areas.
6. Participates in the meal service periods assigned either as server or cashier, dependent on the school site’s needs. Follow menu instructions, portion sizes; utilizes proper equipment.
7. Maintains a smooth flow of service and works closely with co-workers to assure that the students, staff and faculty have a pleasurable dining experience.
8. Assists in accurate inputting of all production and meal count data required for compliance with the National School Lunch Program.
9. Assists Site Lead in accurate reporting of all sales transactions, account balances, collection of funds, processing of advanced payments and preparation of daily deposit slips.
10. Assists in recording and maintaining temperature logs for equipment, food production and food transport, as outlined in the [Sample School District] FS Standard Operating Procedures.
11. Fosters district commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment.
12. Establishes positive relations with internal and external customers, including students, staff, school administration, parents, and community members.
13. Reads and responds to FSD emails and other department communications such as newsletters and memos.

**Education and Related Work Experience**

High school diploma, completion of G.E.D., or equivalent vocational school or short term courses, such as typing, dictation, computer training, commercial driver training, commercial trade training, and culinary training. One year and up to and including two years’ experience in Food Services.

**Licenses, Registrations or Certifications**

* Valid [insert state] Driver’s License
* Current Serve Safe Certification or State/County Food Handler’s Certificate (must acquire after one month)
* Criminal background check
* Offer contingent upon passing post-offer physical

**Technical Skills, Knowledge & Abilities**

* Oral and written communication skills
* English language skills
* Interpersonal relations skills
* Basic math and accounting skills (must pass basic math test at time of hire)
* Personal computer, keyboarding and word processing skills (must be able to perform tasks on computers and peripherals at time of hire)
* Customer service and public relations skills
* Critical thinking and problem solving skills
* Organizational skills
* Must have working knowledge of commercial kitchen equipment prior to hire.
* Ability to stand for extended periods of time and lift/move up to 50 pounds on frequent basis.
* Ability to manage confidentiality in all aspects of job.
* Ability to manage multiple tasks with frequent interruptions.
* Ability to understand and follow all HACCP Standard Operating Procedures.

**Safety to Self and Others**

* Be aware and create, to the best of ones’ ability, a physically and mentally safe environment for self and others.
* Report all unsafe working conditions.

**Safety Equipment**

* Sturdy shoes with oil resistant and non-slip soles required
* Food thermometer required (provided)
* Food handler’s gloves required (provided)
* Protective gloves for dishwashing required (provided)
* Cut Resistant Gloves for Slicer (provided)

**The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**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 class. 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 sit; taste and smell; talk or hear both in person and by telephone; climb or balance; stoop, kneel, crouch, or crawl; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

**Vision Demands**

Vision skills require to successfully perform the essential functions of the job: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The incumbent may occasionally be exposed to conditions of extreme heat in kitchens, as well as working near fumes, airborne particles, moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), non-weather wet or humid conditions, and loud noise levels; have risk of electrical shock.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*