

Position title:	<i>Food Services Aide</i>
Reports to:	<i>Food Services Manager</i>
Employment category:	<i>Hourly - \$15 starting to \$18 maximum per hour</i>
FLSA status:	<i>Non-Exempt</i>

Position Summary

The Food Services Aide assists in preparing, cooking, and serving food in the school cafeteria.

Responsibilities

- Operates specialized food service equipment
- Assists in food production, service and/or cleanup tasks as assigned
- Receives and unpacks food and supplies
- Assists in maintaining clean, well organized food service equipment and storage areas, including freezers, refrigerators and dry storage areas
- Assists with recording and reporting of meal counts
- Participates in ongoing professional training
- Observes safety and security procedures; reports potentially unsafe conditions
- Performs other duties and responsibilities, as requested
- On days when students are not in the building (ex: professional development, conference), food service staff may be asked to assist with classroom organization or supply distribution tasks

Qualifications

- High school diploma
- Prior food service experience preferred
- Understanding of and support for FACTS' mission is required
- Ability to establish and maintain a rapport with students is required
- Genuine desire to work cooperatively with colleagues and the capacity to work effectively with diverse populations is required
- Fluency in another language in addition to English is preferred

Working conditions

The working conditions of a Food Services Aide include:

- High levels of social interaction, with daily and consistent work with children and staff members.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Working as a part of a team.

Physical requirements

The Food Services Aide is regularly required to stand for long periods of time on concrete or tile-based flooring, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, and reach with hands and arms. The Food Services Aide is also required to carry, move and stock food, supplies and equipment weighing up to 40 lbs., storing at heights from 6" to 60" from the floor. The Food Services Aide must be free from communicable diseases.

Direct reports

N/A

Approved by:	R. Porter
Date approved:	7/27/2022
Reviewed:	