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## **Food and Nutrition Service Assistant I Food and Nutrition Service Assistant Floater I**

### **DESCRIPTION**

This is routine work performed under the direct supervision of a cafeteria manager, or other designated individual. A person in this position may be required to work as a floater at an elementary, middle or high school. Performance is evaluated on an ongoing basis. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### **ESSENTIAL JOB FUNCTIONS**

- ✓ Assemble, set-up, and serve high-quality nutritious meals to students and adults at an elementary or secondary school
- ✓ Clean and sanitize all kitchen equipment at the work facility at the completion of meal service
- ✓ Ability to lift bulk weight up to 55 pounds
- ✓ Ability to stand, walk, sit, bend, squat, climb
- ✓ Ability to stand for long periods of time and endure extreme temperatures
- ✓ Perform all duties as assigned and work as schedule
- ✓ Assist with the preparation of hot and cold foods and beverages
- ✓ Set up hot and cold food counter for serving pre-portioned and bulk food items
- ✓ Properly supplies counter with food, plates, utensils, napkins and condiments
- ✓ Serve food to students and adults, maintaining correct portioning
- ✓ May act as cashier and receive money for food served in cafeteria
- ✓ Maintain an accurate account of cash collected and breakfast/lunches milk served
- ✓ Sweep floors
- ✓ Wash and sanitize dishes, pots, pans, and other utensils
- ✓ Clean kitchen equipment and work areas
- ✓ Assist in the receiving, unpacking, and storage of food and supplies
- ✓ Operate all kitchen equipment.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

- ✓ Working knowledge of kitchen cleaning methods, serving techniques, and storage procedures
- ✓ Introductory knowledge of safety and accident prevention techniques, especially as it pertains to food preparation, kitchen, and dining facilities
- ✓ Working knowledge of sanitation regulations for food preparation
- ✓ Ability to learn prescribed food preparation methods and school food service operations
- ✓ Ability to assist with preparation of hot and cold foods and beverages
- ✓ Ability to take and record food temperatures on time and temperature charts
- ✓ Ability to read, understand, and follow work schedules
- ✓ Ability to use and clean all kitchen equipment
- ✓ Ability to serve students and adults efficiently, courteously, and rapidly
- ✓ Ability to follow Food and Nutrition Service Policy and Procedures
- ✓ Ability to lift bulk weight up to 55 pounds
- ✓ Ability to stand, walk, sit, bend, squat, climb
- ✓ Ability to stand for long periods of time and endure extreme temperatures
- ✓ Ability to work efficiently and harmoniously with other employees and work well with students and staff
- ✓ Ability to remain calm under trying circumstances and work with frequent interruptions
- ✓ Ability to be flexible and adaptable in a variety of situations
- ✓ Ability to read and understand operating manuals for equipment to be used.

## **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE**

Completion of the 8<sup>th</sup> school grade.

## **REQUIRED LICENSES AND CERTIFICATES**

Must have dependable transportation throughout the working hours.

## **REQUIRED CONTINUING EDUCATION AND TRAINING**

Must meet the annual education/training requirements for the United States Department of Agriculture (USDA) for School Nutrition Employees.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

High School diploma or GED

One (1) year experience in food service.

Willingness to attend continuing education courses sponsored by the Food and Nutrition Service.

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