



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Food and Nutrition Service Assistant II

Food and Nutrition Service Assistant Floater II

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

- ✓ Prepare, 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 the meal service
- ✓ Ability to lift bulk weight up to 55 pounds
- ✓ Ability to stand, walk, sit, bend, squat, climb
- ✓ Ability to stand for long period of time and endure extreme temperatures
- ✓ Perform all duties as assigned and work as scheduled
- ✓ Preparation of hot and cold foods and beverages
- ✓ Sets 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
- ✓ Act as a cashier and receives 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 food preparation methods, kitchen cleaning methods, serving techniques, and storage procedures
- ✓ Working 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 prepare hot and cold foods and beverages
- ✓ Ability to take and record food temperatures on time and temperature charts
- ✓ Ability to follow and extend written recipes
- ✓ Ability to complete daily production sheets
- ✓ Ability to follow prescribed food preparation methods for school food service operations
- ✓ 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 of up to 55 pounds
- ✓ Ability to stand, walk, sit, bend, squat, and 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 8th school grade and basic training in institutional/commercial food preparation or an equivalent combination of education and experience.

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

- ✓ Six (6) months paid experience at the level of Food Service Assistant I.
- ✓ High School diploma or GED
- ✓ Willingness to attend continuing education courses sponsored by the Food and Nutrition Service.

Equal opportunity employer