



## Position Description

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| Job Title:         | <b>Food Service Associate</b>  |
| Reports to:        | Director of Finance & Business Services  |
| Status:            | Non-exempt, 4 Hours Per day 175 School Days .47 FTE<br>Hours are 9:30 a.m. – 1:30 p.m. |
| Date last amended: | April 11, 2019   |

### **JOB SUMMARY**

Under the day-to-day supervision of the Food Service Coordinator, performs basic food service functions, including preparation/serving of food items and stocking of supplies. Work situations are routine and regularly recurring, requiring the ability to perform basic arithmetic calculations and understand commonly used procedures and work methods. Communication skills are employed to interact with supervisor, co-workers, students, and the public. Responsible for maintaining applicable Health Codes, customer satisfaction and accurate work results that are noticeable by the customer (i.e., food quality, wholesomeness, presentation, merchandising, and portion control and maintenance of Departmental HACCP SOP's).

### **MAJOR RESPONSIBILITIES**

1. Prepares and serves food in a quick and pleasant manner.
2. Assumes responsibility for ensuring that during meal serving periods the supply of foods, condiments, and utensils is replenished regularly.
3. Counts and reports the number of fruit, vegetables, and condiments. These numbers will be given to the Food Service Coordinator daily for logging on to the Production Records.
4. Keeps all foods, condiments, etc. rotated on a FIFO basis. Avoid excessive food waste.
5. Follows HACCP SOP for Date-Marking of any leftover foods that will be used on another day (Sandwiches, Salads, Fruit, etc.)
6. Opens and chills the following day's fruits and/or vegetables overnight, as necessary.
7. Keeps clean and sanitizes the kitchen preparation area on a daily basis in accordance with our HACCP SOP.
8. Cleans and sanitizes cafeteria tables between (when possible) and after lunch.
9. Perform major cleaning of refrigerators and storeroom at regularly scheduled intervals as directed by the Food Service Coordinator
10. Suggest changes to enhance and improve school lunch.
11. Fill in for cook when necessary.

12. Break down and dispose of boxes.
  13. Empty trash at the end of the day.
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## **QUALIFICATIONS**

- Demonstrated aptitude from prior training and experience to successfully perform the tasks listed above.
- ServSafe Certification preferred
- Must be able to speak and write English proficiently
- Must be able to pass a CORI and National Background review
- Must enjoy working with children
- Must adapt well to changing situations.

**SIZER is an equal opportunity employer.**

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