

Position:	Food Service Helper
Term:	Full-time/9 Months
Classification:	Classified/Non-exempt
Location:	TBD
Qualifications:	High school diploma, or equivalent; previous experience with large scale production, preferred; Completion of, or participate in, State, Department of Education, or School Food Service statewide training program or equivalent preferred
Supervisory:	No
Reports to:	Food Service Manager, Director of Food Services

The Food Service Helper assists in the preparation and service of quality food to students in a quick and pleasant manner and assists in the collection of funds for meals to deposit.

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

#### Essential Functions:

- Plans the preparation of and prepares all food items
- Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met
- Reports inferior quality of food or faulty equipment to the appropriate authority
- Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served
- Records all food requisitions from the storeroom
- Set up and break down of serving lines (salad bar, hot food, ala carte, etc.)

- Operates ovens, deep fat fryer, pressure steamer, steam jacket kettle, tilting skillet, range slicer, chopper, mixer, dish machine, and other food preparation and clean up equipment
- Collects funds from meal participants
- Counts funds, makes change, completes related reports
- Deposits funds to account
- Carry out all other duties as assigned.

### **Physical Demands**

The employee must occasionally lift and/or move up to 50 lbs., while performing the duties of this job, the employee is required to stand for long periods of time; frequently walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear

### **Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

Environment is that is a typical school kitchen.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.