Treynor Community School District

Job Title: **Food Service Associate**

Reports to: Director of Food Service and/or Superintendent

Status: Part-time Position (approximately 5.5 hours per school day)

Essential Functions:

1. Food Preparation
    a. Follows menu
    b. Follows recipes and prepares meals to best quality
    c. Serves proper quantity
    d. Reports any problems with food and/or equipment to supervisor
    e. Assists in handling, storing, and rotating foods
    f. Maintains records and recipes in an organized manner
2. Equipment and Supplies
    a. Notifies supervisor when equipment needs maintenance or repair
    b. Cleans all equipment (e.g., stoves, refrigerators, mixers, pots, pans)
    c. Transports equipment and supplies as assigned
3. Quality of Work/Work Habits
    a. Completes assignments accurately, efficiently, and in accordance with school/district standards
    b. Finishes assignments within a reasonable time frame
    c. Plans and organizes work well, following procedures and making efficient use of work time
    d. Demonstrates ability to perform tasks with little or no supervision
    e. Presents professional appearance
4. Safety/Equipment
    a. Keeps work area and/or storage area in a clean, orderly and safe condition
    b. Keeps chemicals containers properly labeled
    c. Wears protective equipment and clothing as necessary
5. Punctuality and Attendance
    a. Arrives on time and works complete shift
    b. Demonstrates regular attendance
    c. Follows leaves procedures
6. Work Relationships
    a. Demonstrates respectful, courteous, and considerate conduct
    b. Interacts well with others (e.g., supervisor, colleagues, staff, students)
    c. Performs duties with positive attitude
    d. Accepts with a positive attitude criticism, directions, and/or

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to work in a standing and/or walking position for long periods of time.
2. Must be able to frequently lift and/or move up to 50 pounds efficiently.
3. Must be able to work in warm and cold conditions.
4. Must have manual dexterity to operate and handle equipment related to all aspects of food service tasks in a way that ensures safety while performing the duties of this job; the employee is frequently required to reach with hands and arms, stand, talk or hear, taste or smell, walk and use hands to finger, handle, feel or operate tools or controls.
5. Must be able to read, comprehend, and adjust recipes and directions.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is moderately loud.
2. The cook must have the ability to tolerate chemicals in commercial strength detergents and cleaning solutions.