

Wachusett Regional School District

FOOD SERVICE STAFF

JOB DESCRIPTION

TITLE:

Assistant Head Food Service Associate

QUALIFICATIONS:

The Assistant Head Food Service Associate shall possess a high school diploma and have demonstrated aptitude from prior training and experience to successfully perform the tasks listed below. The Assistant Head Food Service Associate must enjoy working with children and adapt well to changing situations,

REPORTS TO:

The Building Principal and/or Designee

PERFORMANCE EVALUATION:

The Assistant Head Food Service Associate shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Wachusett Cafeteria Association

JOB RESPONSIBILITIES:

The Assistant Head Food Service Associate shall serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

In carrying out these responsibilities, the Assistant Head Food Service Associate shall:

1. Assist in the preparation and serving of food, to include all baked goods and desert items, in a quick and pleasant manner;
2. Assist in the inspection of all kitchen and serving facilities and operations on a daily basis to insure that standards of diet, cleanliness, health, and safety are being maintained;

3. In the absence of the Head Food Service Associate, maintain financial and statistical data in cooperation with the Manager of Food Service as required by the District and the Massachusetts Department of Education;
4. In the absence of the Head Food Service Associate, prove and collect the day's cash receipts and make the daily bank deposit;
5. Provide advice and suggestions to the staff relative to the proper direction and guidance for the breakout, preparation, and serving of the daily menu;
6. Assist in the oversight of the securing of the kitchen facilities including storerooms and the maintaining of a correct daily inventory, with particular attention given to proper food storage and covering of usable food leftovers;
7. Assist in the supervision of the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils. Also responsible for the appropriate disposal of all waste at the end of each day's activities;
8. Assist in assuring that all cafeteria workers maintains a high degree of personal cleanliness and conform to hygienic practices during all working periods in compliance with Regulation #5 of the Massachusetts Department of Public Health Sanitary Code;
9. Perform the tasks of any and all other food service associates within the kitchen in a satisfactory manner; and
10. Perform any related task as required by the Building Principal or designee.

Updated 4/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/97