

Wachusett Regional School District

FOOD SERVICE STAFF

JOB DESCRIPTION

TITLE:

Head Food Service Associate

QUALIFICATIONS:

The 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 Head Food Service Associate shall have successfully completed training in food safety and sanitation. The 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 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 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 Food Service Associate shall:

1. Coordinate the preparation and serving of food, to include all baked goods and desert items, in a quick and pleasant manner;
2. Maintain the highest standards of safety and cleanliness in the kitchen;

3. 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. Prove and collect the day's cash receipts and make the daily bank deposit;
5. Determine the quantity of each food ingredient to be prepared for daily menus, including proper breakouts of food ingredients for the following day informing the Manager of Food Service of any anticipated food shortage;
6. Check the proportion of servings to insure uniformity and appropriateness;
7. Ensure that food is prepared according to a planned menu and to tested uniform recipes, and determines if the finished products are of best quality both in flavor and appearance before serving;
8. Provide advice and suggestions to the staff relative to the proper direction and guidance for the breakout, preparation, and serving of the daily menu;
9. Oversee 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;
10. Report immediately to the Manager of Food Service and Building Principal any problem or accident occurring in the kitchen or the cafeteria premises;
11. Supervise 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;
12. Assure 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;
13. Perform the tasks of any and all other food service associates within the kitchen in a satisfactory manner;
14. Provide and coordinate catering services upon request; and

15. Perform any related task as required by the Building Principal or designee.

Updated 4/95

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/95