

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DINING SERVICES ASSISTANT

QUALIFICATIONS

- High School Diploma or the equivalent or Florida Special Diploma preferred.
- Two years (2) experience in Dining Services.
- Valid Florida Drivers License (if duties require).
- Satisfactory completion of ServSafe course and/or current certification or the satisfactory completion of ServSafe course within six (6) months of hire.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer, cash register, and/or food processing machinery as related to specific job functions.
- Ability to be flexible and handle a variety of tasks.
- Ability to work cooperatively with others.
- Functional skills in reading, writing and basic mathematics.

SUPERVISION

REPORTS TO Dining Services Manager
SUPERVISES No supervisory duties

POSITION GOAL

To assist in maintaining a Dining Services program at school level in an efficient and effective manner to meet the nutritional needs and program acceptability of students and staff in accordance with Federal, State and Local regulations.

PERFORMANCE RESPONSIBILITIES

1. * Perform cashiering duties. Use mathematics in handling student and adult accounts and maintain related records.
2. * Understand Federal, State and local program regulations.
3. * Demonstrate knowledge of meal pattern requirements for a reimbursable meal.
4. * Perform duties assigned by the manager, including but not limited to working in extreme temperatures, standing for extended periods of time, lifting twenty-five pounds without assistance, and operating commercial Dining Services equipment, such as convection ovens, fryers, vertical cutter/mixers, and planetary mixers.
5. * Responsible for the preparation and serving of the food, as assigned by the manager, following proper meal standards, written standardized recipes and instructions and portion control methods.
6. * Responsible for cleaning serving lines, work stations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager. Cleaning materials may include but not limited to: various household and industrial chemicals such as chlorine bleach, grease cutter and oven cleaners.
7. * Assist with necessary Dining Services operations during times of emergency.
8. * Assume increased responsibilities of department when assigned by manager, to include directing work of others, opening and closing kitchen and assisting manager with daily close out.
9. * Assist with catering events (food preparation, setup, service and cleanup) which may be outside of normal work hours.
10. * Deal courteously with the public. Maintain an effective working relationship with managers and other employees.
11. * Provide outstanding customer service to all internal and external customers.

DINING SERVICES ASSISTANT, Page 2

12. * Maintain high standards of work habits, sanitation and safety.
13. * Maintain records and reports as required by manager.
14. * Understand, follow, and give oral and written directions.
15. * Deliver food products, by small cargo vehicles, to remote sites, including but not limited to the loading and unloading of the vehicle, the serving and cleanup of prepared items, and the return of any meal counts, cash collected, leftovers, and soiled items, when such duties are required for the position and as directed by the Dining Services Manager.
16. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Slicer, fryer, commercial mixer, oven, POS terminal, computer

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule

F-63 \$10,948 - \$19,447
F-64 \$13,934 - \$24,744
F-66 \$20,366 - \$36,169
F-65 \$14,930 - \$26,512
F-19 \$15,933 - \$28,297

POSITION CODES

PeopleSoft Position Multiple
Personnel Category 18
EEO-5 Line 52
Function 7600
Survey Code 76023
M-10/D-189/H-1039.50 JC 1750
M-10/D-189/H-1323.00 JC 1751
M-12/D-258/H-1935.00 JC 1753
M-10/D-189/H-1417.50 JC 1752
M-10/D-189/H-1512.00 JC 1749

FLSA

Applicable
 Not applicable

Previous Approval Dates

ADA Information Provided by
Position Description Prepared by

BOARD APPROVED

March 9, 2010
April 10, 2007
April 9, 2002
September 28, 1999

Dining Services
Chad Wilsky