

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Dining Room Assistant Position Description

LOCATION: Various Schools

JOB CATEGORY: Part - Time

PAY GRADE: Miscellaneous Scale

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: School Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

Provides nutritious and appealing meals to students, teachers, other school personnel, and visitors.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Observes and promotes safe work practices and procedures;
- Prepares food according to standardized recipes and established food preparation procedures;
- Plans food production for the following days by preparing the designated food items ahead of time;
- Plans and implements an acceptable placement of steam-table pans on the cafeteria line prior to serving time;
- Transfers supplies and equipment between storage, work, serving, and cleaning areas in an appropriate manner;
- Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage guidelines;
- Stores food in refrigerators after covering, labeling, and dating; properly discards outdated food items;
- Courteously serves food with accuracy and speed while adhering to portion control, safety and appearance standards;
- Maintains kitchen work areas, equipment, and utensils in clean and orderly condition;
- Sweeps and mops floors;
- Washes work tables, walls, and equipment as directed;
- Washes pots and pans according to established procedures;
- Scrapes food from dirty dishes and washes them in dishwasher following established procedures;
- Inspects cleaned dishes for cleanliness, chips, cracks, etc., and stores in the appropriate

- location;
- Accepts payment for food, using cash register or other means as directed by cafeteria manager;
 - Follows trash separation and proper disposal procedures;
 - Reports needed supplies and equipment malfunction to cafeteria manager;
 - Follows established sanitary techniques while preparing and serving food and while handling clean utensils;
 - Attends in-service training sessions to develop and improve knowledge and skills;
 - Performs job activities in a timely efficient manner
 - Recommends changes and improvements regarding his/her job; accepts changes readily;
 - Adheres to uniform and personal hygiene requirements;
 - Prepares and serves banquet and special function meals as required;
 - Complies with and supports school and division regulations and policies;
 - Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
 - Provides a good role model in appearance, demeanor, dress and behavior for the students served;
 - Models non-discriminatory practices in all activities;
 - Performs related duties as assigned by the manager and/or the Director of Food and Nutrition Services in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Candidate must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, walking, bending, stooping, reaching, grasping, kneeling, and lifting of objects weighing up to approximately 45 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas

by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service workers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to coordinate and prioritize work activity, handle complaints, express a service- oriented attitude, communicate effectively and work with limited supervision.

EVALUATION

The School Administrator(s) will evaluate performance on ability and effectiveness in carrying out the above responsibilities.