



Prairie School District RE-11J
Food Services Assistant / Assistant Cook

Job Description

SUMMARY:

Under supervision of the Food Services Director or supervisor, perform a variety of tasks related to the production and service of food and beverage items; ensure a positive customer experience for staff and students, while maintaining standards of cleanliness and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the daily preparation of food and all associated functions.
- Provide appropriate food portioning, safe and accurate operation of equipment, set-up and clean-up of assigned areas.
- Assist in promoting and maintaining good relationships with the school staff, nutrition support staff and community by displaying exceptional customer service skills.
- Ensure compliance with Health Department Standards, all safety procedures, and department policies and procedures.
- Monitor quality of products, service and displays to ensure compliance with established standards, and suggest maintenance, menu, and policy changes.
- Keep current on the safe and appropriate operation of assigned equipment.
- Maintain professional appearance as per District standards.
- Participate in and assist with orientation and departmental committees as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent
- Knowledge of food service techniques, guest relations, sanitation and safety preferred.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to understand basic verbal instructions and to follow directions.
- Ability to adhere to Food Safety Standards and follow directions.
- Ability to wear and use appropriate personal protective equipment as necessary.
- Ability to work in a fast-paced, high-performing, and at times, unpredictable environment with individuals with various diverse backgrounds, social circumstances, and abilities.
- Strong work ethic, and the ability to be self-motivated and accept responsibility.
- Sufficient strength and physical dexterity to perform assigned duties and responsibilities.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Food Services Director

COMPENSATION:

Compensation based on experience, ranging from \$20.47-\$24.21/ hour (FTE calendar is 142 days). Eligible for complete benefits package (health insurance, life insurance, PERA, etc. included).

THIS IS A 0.5 FTE CLASSIFIED OPENING, TUESDAY & THURSDAY 6:00am-4:00pm.
POSITION OPEN UNTIL AUGUST 1, 2024.



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Job Description (con't)

Applications may be accessed at Prairie School District's website:

<https://www.prairieschool.org/page/job-openings>

For any questions, please contact LHickey@PrairieSchool.org or (970)437-5351 x 102.

Send completed applications & resumes to LHickey@PrairieSchool.org or

Prairie School District RE-11J

Attn: Lana Hickey

42315 County Road 133

New Raymer, CO 80742.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prairie School District RE-11J is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.