

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6605  
Pay Grade: D04

FLSA: Non-Exempt

**FOOD SERVICE ASSISTANT – SUB**

**MAJOR FUNCTION:**

Performs a variety of entry-level routine kitchen tasks essential to the efficient operation of serving meals in a school cafeteria. Responsible for assisting in the preparation, serving, and storage of food; cleaning and maintaining food service areas, operating mechanical equipment, assisting in the orderly conduct of meals, monitoring student behavior prior to and during mealtimes, and reporting noncompliance of rules and regulations. Reports to and is supervised by the Food Service Manager. Position is subject to ultimate authority and supervision of School Principal. Work is performed under direct supervision and is reviewed daily for results obtained.

**DUTIES AND RESPONSIBILITIES:**

Assists kitchen staff with the following:

- Large scale food and beverage production by washing, peeling, weighing, cutting, assembling, sorting and mixing foods
- Following written recipes and instructions; using mathematics in expanding or checking recipe conversions
- Setting up serving counters, cash stations, beverage service, condiment stations, and cleans up areas
- Portioning and serving food; supplying the serving line as required
- Recording quantities of used and unused food; storing food using proper sanitary procedures
- Checking out supplies from storeroom; maintaining required records
- Operating kitchen production equipment, including fryers, mixers, ovens, choppers, slicers, steamers, compactors, scales, dishwashers, etc.; maintaining defined standards of safety in handling equipment and tools
- Washing dishes, pots and pans, and utensils; scraping trays; emptying refuse
- Cleaning dining room tables and chairs
- Cleaning work areas and equipment including, but not limited to, steamers, fryers, ovens, serving counters, and refrigerators; sweeping and mopping kitchen floors
- Assists children with basic mealtime needs to assure cafeteria is orderly, safe and compliant with rules and regulations
- Maintains order in the cafeteria; identifies and reports noncompliant students
- Setting up dining room for special functions
- May perform cashiering duties, as required
- Performs lifting on a routine basis
- Performs other related duties, as assigned

**MINIMUM QUALIFICATIONS:**

Completion of the eighth grade, with functional skills in reading, writing, and mathematics. Must pass the PCSB Food Services ten (10) hour course in Sanitation and Safety.

ISSUED: 11/86 MW; BOARD APPROVED: 9/23/87; REVISED: 5/91 BMP (MQ's); BOARD APPROVED: 6/12/91; REVISED WC: 8/04 LM; REVISED: MF, D&R, MQs, 7/11 RAS; BOARD APPROVED: 8/09/11

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**FOOD SERVICE ASSISTANT – SUB**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X