**Position Description**

**Job Title:** Food Service Assistant **Department:** Kitchen

**Status:** Non-Exempt, Hourly **Salary Grade:**

**Position Summary:**

Under the direction of the Food Service Manager, assumes responsibility for overseeing the meal/food program for Child Development, School Age Program, Day Treatment Program, & Level IV Residential Program.

**Major Responsibilities:**

1. Assists in preparing complete meals according to established menus, including proper portions following State and Federal guidelines, the cooking process, observing while cooking, removing when ready, placing food in proper serving containers, distributing to classrooms and able to work within time guidelines.

2. Assists in identify food and supplies needed, keeping proper and accurate record of program participants served, and proper kitchen sanitation and food storage

3. Must be able to understand and follow through with verbal and written instructions, and be detail oriented. Be able to move from one project to the next and work in a fast-paced environment.

4. Have a professional appearance and demeanor at all time and demonstrate a positive and caring attitude. Punctuality and excellent attendance is mandatory.

5. Have initiative, be dependable and work efficiently and harmoniously with others.

**Other Responsibilities:**

1. Assists in ordering food and other supplies, and assists in maintaining proper inventory of items.

2. Ensure the provision of quality services to clients through participation in the agency’s CQI process.

3. Displays competence and responsiveness to cultural differences present in both customer and employee population.

4. Accepts additional duties and responsibilities and attends training and professional meetings as assigned and requested by the Food Service Manager.

5. Assists in shopping and purchasing food and supplies for Child Development Center, School Age Program, Day Treatment. Must be able to drive company van when needed.

6. Collects used/empty serving containers from classrooms directly following mealtimes, ensures proper cleaning and sanitation of dishes, food preparation equipment and supplies, ovens, refrigerators, and other kitchen equipment and supplies and ensures proper food storage each day.

**Reporting Relationship:** Position reports to: Food Service Manager

**Qualifications:** Knowledge: Minimum of high school diploma or GED.

Experience: Prefer five years experience in food preparation in large quantities

Skills/physical/working conditions: Someone in this position must be able to perform basic physical functions such as walking, standing, bending, kneeling, stooping, reaching, pushing, and pulling. Must be able to perform 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. Must possess visual acuity for using measuring devices, reading menus and contents of food packaging and reading gauges.

**Disclaimer Clause:**

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with this job. They are meant to be accurate reflections of the principle job elements essential for making fair pay decisions. This position description is not intended as a contract. Employment is confirmed by a Letter of Employment. North Carolina is an at-will employment state and Eliada is an at-will employer.