Positions: HELPER - Food Service - 3 Hrs/Day 10:00 -1:00

Location: Fraser High School

Salary: In Accordance with the Negotiated Food Service Contract

Reports To: Elementary Supervisor & Food Service Director

Qualifications:
· High School Diploma / GED required.
· Serve Safe Certified within 45 days of employment.
· Must meet current USDA training standards.
· Comply with FRASER and local health department Standards of Operation for food handling and storage.
· Ability to cope in an ever changing and fast paced environment required.
· Ability to build relationships with students, staff and the public required.
· Dependable and timely attendance required.
· Employee must complete Food Service Basics class.

Description:

SUPERVISES: Not Applicable

JOB GOAL: To help the Cafeteria staff, making sure they are at their stations, and prepares & serves nutritious quality meals that will help aid our students with their educational experience.

ASSIGNED RESPONSIBILITIES:
1. Arrive at work on time in full uniform (hairnet and visor), wash hands and begin work.
2. Perform “cash handling” duties / procedures as required.
3. Assists in maintaining supplies and appearance of Cashier Island, retail merchandizing and service area.
4. Wrap, label, date and properly store all food ingredients in accordance to safe food handling techniques, practices and guidelines.
5. Complete all production records in accordance with USDA guidelines. Items include recording time and temperature, beginning and ending counts on all food and beverage items specified on records.
6. Perform monthly inventory as assigned.
7. Breakdown all boxes after use for disposal.
8. May be required to train new team members and subs in assigned responsibilities.
9. Provide point of contact for guest question and concerns.
10. Perform other job-related duties as assigned by management.

Method:

TERMS OF EMPLOYMENT: Ten (10) Month Position while school is in session and in accordance with negotiated contract.

Regular and reliable attendance is an essential job function.

PHYSICAL DEMANDS:
· Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
· Requires walking or standing to a significant degree.
Duties of the job as per the Americans with Disability Act (ADA).

EVALUATION: Performance of this job will be evaluated annually by the Elementary Supervisor and/or Food Service Director.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.

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