

# Lebanon Community Schools

---

## POSITION DESCRIPTION

TITLE: FOOD SERVICE ASSISTANT

TYPE: Classified

REPORTS TO: Director of Food Services

### POSITION SUMMARY:

The primary purpose of this position is to assist in the food preparation, set-up, serving, and clean up of a school kitchen, cafeteria, and other food service areas.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Valid Food Handler's Certificate.
4. Pass Physical Capacities Assessment.

### ESSENTIAL FUNCTIONS:

1. Assists in the preparation of food as directed or assigned.
2. Sets up serving items and areas.
3. Serves food, keeping quantities replenished for continual serving.
4. Maintains cleanliness and appearance of food serving area.
5. Assists with cleanup, food storage, dishwashing, and cleaning and storage of tools and equipment.
6. Cleans food serving areas, sinks, tables, etc. after use.
7. Stocks food supplies.
8. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
9. Duties involve hand-eye coordination and dexterity in carrying, positioning, grasping, and operating equipment, utensils, and materials.
10. Reads and follows instructions, manuals, and recipes.
11. Operates computer to enter student account data.
12. Understands, interprets, and follows instructions accurately.

LEBANON COMMUNITY SCHOOLS  
Position Description  
Food Service Assistant  
(cont'd)

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Work is performed indoors in school kitchens and other building areas.
3. Required exposure to noise, flame, hot surfaces, extreme cold, moving machinery, and sharp cutting tools and equipment.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 180 paid days, subject to change.  
Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

---

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

---

Employee Name (Print)

---

Date

---

Employee Signature

---

Date

LEBANON COMMUNITY SCHOOLS  
 Position Description  
 Food Service Assistant  
 (cont'd)

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day)      O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day)      C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting		X			
Stationary standing				X	
Walking (level surface)				X	
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>40 lbs.</u>			X		
*Lifting/Carrying Maximum weight: <u>50 lbs.</u>			X		

\* Identify items typically moved: Milk cartons, food pans, cases of food, carts, equipment, supplies