



GILPIN COUNTY SCHOOL DISTRICT

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Home of the Eagles!

Food Services Assistant
Job Description/Vacancy Notice

Date Posted: April 12, 2021

Location: Gilpin County School District

Date Available: August 9, 2021

HOURS AND DAYS WORKED:

Hourly Position

FLSA: Nonexempt

Hours/Day: 8 hours/Day/Monday through Thursday/153 Days School Year

Hourly Rate: Per Classified Salary Schedule DOE range \$12.42 to \$15.52 an hour.

SUMMARY: Responsible for preparing and serving a full range of food for school meals under minimal direct supervision. Assist with all aspects of production and service of meals including: cooking, line setup, replenishment, and operating point of sale system including cash collection. Clean all food preparation and service areas; label, date and store leftover food. Comply with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Display exceptional customer service skills. Paid training for Food Service Assistant to be completed prior to the end of the May 27, 2021.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- D 15% Read recipes and prepare food using approved school recipes and safe food handling procedures.
- D 10% Serve food to students, teachers, staff, and community.
- D 10% Clean and maintain a safe and sanitary kitchen and serving area.
- D 10% Foster a team environment by assisting co-workers with scheduled work demands.
- D 10% Label and prepare food for storage.



- D 10% Maintain and care for kitchen equipment.
- D 10% Demonstrate quality customer service skills that include interacting positively with students, teachers, staff, parents, and community.
- D 15% Operate a cash register and computer.
- D 10% Perform other duties as assigned.

EDUCATION, EXPERIENCE, AND TRAINING: High school diploma or GED. Previous institutional food service experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math (ability to adjust recipes), writing, and communication skills. Operating knowledge of commercial slicer, dishwasher, ovens, and mixers within six months after hire. Knowledge of good personal health/hygiene; safety; proper food handling, storage, and temperature; portion sizes; and food service regulations. Must have basic English reading skills.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must complete 12-16 hours of training each school year on topics including Food Safety, Meal Patterns and Nutritional Quality, and Civil Rights.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Act as a resource for new Food Service Hourly Workers, including training, demonstrating, and answering questions.

CONTACTS: Daily contact with students, staff, and the general public to provide a service.

SAFETY TO SELF AND OTHERS: High exposure to self and others to bruises due to typical kitchen accidents; heat from steam tables, ovens, and dishwasher; fractured bones due to falls on wet floors; and hernia due to lifting heavy objects.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 40 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and extreme heat. The noise level in the work environment is usually moderate but can be loud.



MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, compute, evaluate, use interpersonal skills, compile, and negotiate. Occasionally required to instruct, and synthesize.

JUDGMENT AND DECISION MAKING: Work is assigned by the Food Service Director. This position requires application of position knowledge to determine the most efficient means to complete assigned duties while meeting federal, state, department, and District guidelines. Errors in decision making or following food preparation guidelines could impact student/staff/public health and/or public image of the District's food service program. Decision making requires collaboration with the Food Service Director and co-workers. Work is guided by Health Department regulations, federal program requirements and procedures, and department and District policies and procedures.

DIVERSITY OF DUTIES: None.