

Title: Food Services Assistant (2021-2022 School Year)

School: Two positions open:

1. Shields Valley Elementary - Wilsall, MT
2. Shields Valley JH/HS - Clyde Park, MT

Reports to: Head Cook and/or Principal, Superintendent

Shift: 9:00 AM. - 1:45 PM

4 hours and 45 minutes per school day

School Year position/10 months

Wages: \$11/hr- Temporary Part Time

Start date: 08/12/2021

Purpose

Operate as an effective member of the kitchen team in order to prepare and serve nutritious daily meals to students.

Essential Job Duties

1. Perform all duties in food preparation, meal serving and kitchen as assigned by the head cook.
2. This person will perform the duties of the head cook when the head cook is absent.
3. Maintain high standards of confidentiality, attendance, and flexibility while working cooperatively with Supervisors and other employees.
4. Assists the head cook in proper storage of food and commodities.
5. Shall assist the head cook in maintaining compliance with USDA requirements.
6. Practices procedures in food preparation, use and care of equipment and personal habits to assure that sanitation standards are met.
7. Implements timesaving production techniques and cost containment measures, while maintaining quality product.
8. May assist the head cook in conducting monthly inventory ensuring products are rotated and used to avoid food being discarded.
9. Facilitates the cook in preparation of food and supply orders.
10. Participates in planning of menus.