

Food Service Facts

Table of Contents

23. Personnel Guidelines & Professional Development	23-1
Sample Job Descriptions.....	23-1
Guidelines for Employees	23-1
Essential Personal Characteristics	23-1
Effective Work Habits.....	23-2
Students Working in the Cafeteria.....	23-2
Assistance Network	23-3
Professional Development	23-3
Administrative Workshops.....	23-4
Child Nutrition Management Academy	23-4
Jump Start! Orientation	23-4
Leadership Connections	23-4
Menu Planning and Production Record Classes	23-4
Regional Training Cooperatives	23-4
KSDE’s Manager Certification Program	23-5
KSDE’s Professional Recognition Program	23-5
SNA and SNAKS Professional Organizations	23-7
Membership Benefits	23-7
SNA Certification.....	23-8
SNA Credentialing	23-8
Sample Job Description: Food Service Director	23-9
Sample Job Description: Food Service Site Manager.....	23-11
Sample Job Description: Cook	23-13
Sample Job Description: Assistant Cook.....	23-14
Sample Job Description: Satellite Server	23-15

23. Personnel Guidelines & Professional Development

Sample Job Descriptions

A job description is a general explanation of the work expected of the employee. Management and the employee use it so that both have a mutual understanding of what each job entails. The job description gives direction to the employee, and provides a framework for performance review by the supervisor. Beginning on page 23-9, sample job descriptions are provided for a food service director, kitchen manger, cook, assistant cook and satellite server.

Guidelines for Employees

School nutrition programs are an important part of the total educational environment. As a member of the educational team, each employee has a direct relationship to the overall success of the program. Food service employees do more than produce food and serve it. They contribute to the development and well-being of the students. Cheerfulness, warmth and willingness will open many administrative and classroom doors and will build bridges between the school and community. The employees' efforts will be rewarded through a feeling of pride in work well done, respect from the school and community, and opportunities for personal and professional growth.

Essential Personal Characteristics

Employees who practice good human relations and work with positive attitudes and a cooperative spirit are essential for smooth program operations. All employees should:

- ◆ Be cheerful, cooperative, industrious, trustworthy, loyal, alert and friendly.
- ◆ Demonstrate a pleasant and helpful attitude toward students and faculty.
- ◆ Avoid petty gossip.
- ◆ Greet customers with a friendly smile.
- ◆ Avoid influencing students with their own personal food likes and dislikes.
- ◆ Encourage students to eat or at least try all foods.
- ◆ Maintain a sense of loyalty to the school, job and fellow workers.
- ◆ Understand the chain of authority and the channels of communication.
- ◆ Look for the best in others.
- ◆ Ask for advice, help or the opinion of others when needed.
- ◆ Plan for professional growth.

Effective Work Habits

Dependable employees are where they are supposed to be, when they are supposed to be, doing what they are supposed to do in the way they were instructed. Responsible employees:

- ◆ Report to work on time and report time worked accurately.
- ◆ Follow instructions, recipes and work schedules.
- ◆ Cooperate with others.
- ◆ Observe sanitation and safety rules.
- ◆ Avoid waste of time, energy and materials.
- ◆ Prepare each food item so that it will be of excellent quality.
- ◆ Keep accurate records.
- ◆ Share the workload by accepting the harder tasks as well as the easier jobs.

Students Working in the Cafeteria

Students may be allowed to perform simple tasks in the kitchen or serving area for monetary or other compensation. Under no circumstances may a student be required to work in the food service program. Appropriate compensation includes money, class credit (if appropriate) and meals. For further information, refer to Chapter 9, Meal Accountability, Claiming Meals for Student Workers.

The parents of all student workers must be informed in writing that their children have volunteered to work. The letters must state that if the children have been certified as eligible for reduced price or free meal benefits, their continued eligibility is in no way dependent upon working. In addition, the letters should not be part of or attached to the reduced price or free meal applications, letters to households, or notices of approval or denial.

In addition, the sponsor should be aware of restrictions that apply to student workers:

- ◆ Schools accredited through KSDE are required to provide 186 six-hour school days or 1,116 hours of classroom time per year. When work in the food service program is not part of the student's educational program, the time a student volunteers to work in food service may not interfere with these classroom time requirements.
- ◆ If the work performed by a student is significant enough to displace an adult employee, the student must be paid minimum wage or higher for the hours worked.
- ◆ Kansas law states that no child under 14 years of age shall be at any time employed at any occupation or trade in any business or service, except for services not considered "employment", such as casual labor in or around a private home, delivering newspapers, etc. This includes non-hazardous tasks performed in a cafeteria.

Food Service Facts – Chapter 23, Personnel Guidelines & Professional Development

- ◆ Whenever students work in the food service program, they should not be asked to perform dangerous or hazardous tasks. Examples of non-hazardous tasks include wiping tables, serving milk or other foods on the serving line, scraping and spraying meal trays. Instructions regarding safe and proper work procedures should be provided to all students.
- ◆ KSDE does not require student workers to attend food safety training. However, when working in and around the cafeteria, they are required to follow all food safety procedures. These include but are not limited to hand washing, correct use of gloves and wearing effective hair restraints. In addition to hairnets, hair restraint suggestions for student workers include clean ball caps, visors and bandanas.

For additional information concerning child labor laws, visit the US Department of Labor web site at www.dol.gov.

Assistance Network

The Assistance Network consists of over 30 school food service directors and other experienced individuals ready to provide one-on-one on-site training for managers and directors on a variety of topics including implementation of Nutrient Standard Menu Planning, financial management, menu planning and more. Through this network, assistance is also available on the design of new school kitchens. Sponsors are encouraged to use this service. Initial assistance is provided at no charge to the sponsor. Child Nutrition & Wellness, KSDE pays the Assistance Network cadre director a stipend and travel expenses. If further more extensive help is needed, the sponsor may be asked to pay the costs. For more information or to request assistance or training, contact Child Nutrition & Wellness, KSDE.

Professional Development

The purpose of a professional development program is to provide for a greater degree of competency and professionalism. The quality of school food service is dependent upon the education and training of the employees. When personnel are properly trained, employees and management share the same goals for the Child Nutrition Program.

The most difficult problem facing any business today is recruiting and retaining qualified personnel. School food service is a big business and is subject to the same personnel problems confronting other segments of the industry. Additional education of the employee benefits the program as well as the individual.

Child Nutrition & Wellness, KSDE offers many training opportunities for all levels of employees. These classes provide excellent opportunities for professional growth for all levels of employees, networking with other school nutrition professionals and interaction with qualified instructors. View or register for available classes at www.kn-eat.org, School Nutrition Programs, Training.

Administrative Workshops

Administrative Workshops for School Nutrition Programs are offered at regional locations annually in July and August. Workshop topics include processing of Applications for Child Nutrition Program Benefits, verifying eligibility, record keeping, accountability and more. At least one administrator from a sponsor (i.e. food service director, superintendent, or other position responsible for administering the School Nutrition Programs) is required to attend this workshop each year. This person must then provide training to the sponsor's other personnel with administrative responsibilities for the program.

Child Nutrition Management Academy

Child Nutrition Management Academy is a professional development program designed specifically for management level employees and those wanting to advance to a career in Child Nutrition Program management. Classes are developed around priorities identified by KSDE's staff of child nutrition consultants, statewide needs assessment surveys and the School Nutrition Association's "Keys to Excellence" tool.

Jump Start! Orientation

New managers and directors need all the help they can get to successfully manage the child nutrition complex programs. *Jump Start for Managers* and *Jump Start for Directors* provide a quick overview of their responsibilities. Participants receive valuable tips, guidance and ideas. They will also meet people who can be of help for years to come. Each class is taught by a team of KSDE's child nutrition consultants, our own experts in the field of child nutrition management.

Leadership Connections

Leadership Connections meetings provide regular opportunities for networking, training and professional growth. Over twenty regional groups of school food service directors gather two or more times a year to meet with a KSDE child nutrition consultant. The two-hour meetings typically consist of a one-hour training followed by announcements of important updates, regulation or policy changes and the distribution of materials needed to manage the food service program. These meetings provide an excellent opportunity for food service directors to exchange information with their peers.

Menu Planning and Production Record Classes

All employees responsible for planning school menus should attend a School Meals Initiative (SMI) menu planning and production record class. The "Food Based Menu Planning and Record Keeping" class is generally offered in July and August. Additional classes may be scheduled periodically as needed.

Regional Training Cooperatives

A statewide system of 34 Regional Training Cooperatives (RTCs) offers a wide variety of classes to personnel throughout Kansas. Based on local needs and interests, regional coordinators select KSDE-developed classes to offer and make local arrangements. KSDE provides class content, participant materials, trainers, online registration, invoicing, and publicity via e-mail notifications and this website.

KSDE's Manager Certification Program

Child Nutrition Manager Certification is sponsored by Child Nutrition & Wellness at the Kansas State Department of Education. Three levels of achievement are recognized based upon completion of Child Nutrition Management Academy Classes:

- ◆ Manager 1 – 60 hours
- ◆ Manager 2 – 120 hours
- ◆ Manager 3 – 180 hours

Recipients are recognized each fall at a Leadership Connections meeting in their area. A current list of eligible classes is available at www.kn-eat.org, School Nutrition Programs, Recognition, KSDE Manager Certification Program.

KSDE's Professional Recognition Program

Participation in training programs demonstrates commitment and professionalism. Child Nutrition & Wellness, KSDE offers a program to show appreciation for individuals who make the effort to expand their knowledge and skills.

All persons currently employed personnel in Kansas school nutrition programs are eligible to take classes, accumulate training hours and be recognized for their professional achievements. To qualify for recognition, one of the following classes must be completed: Food Safety Basics (3 hours) or Food Service Sanitation (12 hours). Additional hours may be earned by completing the following KSDE-sponsored training:

- ◆ Regional Training Cooperative classes
- ◆ Child Nutrition Management Academy classes
- ◆ Food Safety Basics and Food Service Sanitation classes
- ◆ All HACCP classes
- ◆ Jump Start for Directors/Managers

All KSDE-sponsored training completed within five (5) years of the candidate's application for recognition may be credited toward the recognition. The recognition received will depend upon the number of hours of training completed. There are four levels of recognition: Bronze, Silver and Gold & Platinum. Certificates and other recognition items are presented at regional Leadership Connections meetings.

To apply for the KSDE Child Nutrition Professional Recognition Program, complete the Application for Child Nutrition Professional Recognition (available at www.kn-eat.org, School Nutrition Programs, Recognition, KSDE Professional Recognition Program) and return it with copies of certificates from all applicable classes.

Bronze Level

30 hours of KSDE-sponsored training

Bronze Level recognition includes:

- ◆ Certificate of achievement
- ◆ Professional recognition pin showing 30 hours of training

Silver Level

90 hours of KSDE-sponsored training

The Silver Level requires an additional 60 hours of training beyond the Bronze Level.

Silver Level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 90 hours of training
- ◆ Silverware pin
- ◆ Blue and gold embossed pen
- ◆ Letter of commendation sent to authorized representative and superintendent
- ◆ Press release sent to local newspaper

Gold Level

150 hours of KSDE-sponsored training

The Gold Level requires an additional 60 hours of training beyond the Silver Level. Gold Level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 150 hours of training
- ◆ Gold star pin
- ◆ Engraved gold star paperweight
- ◆ Letter of commendation sent to authorized representative and superintendent
- ◆ Press release sent to local newspaper

Platinum Level

250 hours of KSDE- sponsored training

The Platinum level requires an additional 100 hours of training beyond the Gold level.

Platinum level recognition includes:

- ◆ Certificate of achievement in a frame
- ◆ Professional recognition pin showing 250 hours of training
- ◆ Platinum pin
- ◆ Double star table clock
- ◆ Letter of commendation sent to authorized representative and superintendent
- ◆ Press release sent to local newspaper

SNA and SNAKS Professional Organizations

The School Nutrition Association (SNA) is a nonprofit, professional organization for Child Nutrition Program Personnel. Its mission is “To advance good nutrition for all children.” SNA has more than 55,000 members representing the school food service industry. Its membership includes state and local food service directors and supervisors, food service managers and other food service workers and educators throughout the United States.

Membership is open to persons engaged in nonprofit school food service or related activities in public, private and parochial schools, and colleges and universities. SNA has affiliated school food service associations in all 50 states, the District of Columbia and Guam. The School Nutrition Association of Kansas (SNAKS) is the state affiliate organization.

Membership Benefits

Benefits of SNA and SNAKS membership include:

- ◆ Receiving SNA’s journal, *School Foodservice and Nutrition*, which is published 11 times a year – This award-winning magazine provides an important line of communication among members, officers, industry and SNA staff. It includes the latest information on administrative procedures, management and organization, personnel practices, food preparation and equipment.
- ◆ The opportunity to participate in national and state conferences at a discounted price
- ◆ Scholarships
- ◆ Low-cost insurance
- ◆ Access to the exceptional SNA website that offers a wealth of information and many resources exclusively for members
- ◆ Knowing that membership dues help maintain federal support for child nutrition and school meal programs - SNA is a major advocate for Child Nutrition Programs in Washington D.C.
- ◆ The opportunity to gain recognition as a professional in the field of child nutrition by becoming certified or credentialed by SNA

To learn more about SNA, visit its web-site at www.schoolnutrition.org. The SNAKS website is www.snaks.org. To contact SNA or SNAKS, refer to Chapter 1 for addresses, telephone numbers and other contact information.

SNA Certification

SNA has a certification program that provides guidelines for school nutrition personnel to continue their professional development. It provides standards for academic and specialized training, knowledge and skills. Upon meeting the program standards, an individual becomes SNA certified at one of three levels. The level depends on the academic and specialized training completed to date. The minimum requirements for Level I certification include:

- ◆ Ten (10) hours of approved food safety training (such as KSDE’s 12-hour Food Service Sanitation class or the 13-hour ServSafe course offered through Kansas Restaurant & Hospitality Association),
- ◆ Ten (10) hours of an approved nutrition course (such as the Healthy E.D.G.E. class).

Certified members have pride in themselves, respect from their peers, and a commitment to self improvement through continuing education. To learn more about SNA’s Certification Program, visit the SNA web-site, www.schoolnutrition.org, or contact the SNAKS Certification Chairperson.

SNA Credentialing

SNA’s credentialing program enhances the professional image and development of school food and nutrition personnel. Candidates must meet eligibility requirements and demonstrate their knowledge by passing an exam. Successful candidates are awarded the credential of School Foodservice and Nutrition Specialist (SFNS). The Credentialing Program includes standards for academic and specialized training, knowledge and skills. To learn more about the SNA Credentialing Program, visit the SNA website, www.schoolnutrition.org.

Sample Job Description: Food Service Director

Purpose: The food service director oversees the operation of the food service program, may act as authorized representative of the sponsor to the Kansas State Department of Education (KSDE) and is responsible for compliance of the sponsor with state and federal regulations and requirements related to the food service program.

Responsible to: Superintendent of schools

Payment Rate: Established annually by the board of education

Qualifications:

1. High school diploma and completion of college level classes in business, computerized information management, nutrition, accounting and/or other job-related classes
2. Experience in Child Nutrition Program or institutional food preparation and kitchen management
3. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
4. Personnel management skills
5. Verbal and written communication skills
6. Record keeping, math and accounting skills
7. Ability to use computers
8. Ability to interact with students and staff in a consistently pleasant manner
9. Working knowledge of safe food handling procedures and completion of KSDE's and the Kansas Department of Health and Environment's (KDHE's) food safety training requirements
10. Training skills or willingness to encourage and support professional development of staff
11. Desire to continue career growth

Essential Functions:

1. Direct and administer school food and nutrition program to provide nutritious meals and safeguard the health of students, staff and visitors.
2. Ensure that all activities conform to school, community and KSDE standards.
3. Communicate effectively with school staff, students and the community.
4. React to change productively and handle activities as assigned.
5. Support the value of education.
6. Support the philosophy and mission of the sponsor.
7. Provide leadership to employees.
8. Keep accurate and timely records for the sponsor and KSDE.
9. Use professional discretion and follow confidentiality procedures in administering the program.

Physical Requirements/Environmental Conditions:

1. Prolonged sitting or standing
2. Ability to concentrate in a noisy environment
3. Flexibility in work hours as required to fulfill duties
4. Transportation to schools within the sponsor's area and ability to run errands

General Responsibilities:

1. Employ professional management techniques to maintain an effective and efficient school food service operation.
2. Develop short- and long-term goals for the sponsor's school food service program that support the philosophy and policies of the governing board.

Food Service Facts – Chapter 23, Personnel Guidelines & Professional Development

3. Ensure Child Nutrition Program (CNP) compliance with all federal, state, and local laws, regulations and policies.
4. Monitor all phases of CNP operation in participating schools and the sponsor's office to ensure high levels of integrity and quality.
5. Establish financial objectives and goals for the CNP. Evaluate and recommend prices to be charged for student and adult meals.
6. Direct the operation of the sponsor's CNP within established guidelines for a financial management system that provides a cost effective program of high integrity.
7. Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state and local laws and policies.
8. Supervise and administer the approval and verification of applications for CNP benefits.
9. Establish and enforce personnel policies and procedures in the CNP according to federal, state, and local regulations and laws.
10. Develop and maintain a current employee handbook.
11. Develop criteria for staffing, training and evaluating that recognize education, experience and responsibility.
12. Recommend employment of food service personnel to supervisor and governing board. Assist in salary determinations.
13. Provide technical assistance and training for CNP personnel, school administrators and other school support staff.
14. Evaluate job performance based on standards that clearly define responsibilities of staff positions and provide a performance enhancement program for employees.
15. Develop cost effective menus consistent with principles of good nutrition that meet all local, state, and federal guidelines and regulations for reimbursement.
16. Assess consumer preferences, industry trends and current research to plan menus that encourage participation.
17. Work with parents, school staff, teachers and physicians to plan menus for children with special needs.
18. Implement a cost effective procurement system that complies with federal, state and local laws and regulations.
19. Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, sponsor's needs and nutrition objectives.
20. Establish standards for receiving, storage and inventory based on sound principles of management.
21. Assist with designing and planning for an appropriate and efficient facility that ensures high quality customer service, wholesome food production and simplified workflow.
22. Determine equipment needs and specifications consistent with budget and other constraints.
23. Establish procedures to effectively ensure high levels of sanitation are maintained in the storage, preparation and service of food.
24. Develop procedures to ensure the food production system provides nutritious food of maximum quality.
25. Ensure operational procedures for food production and distribution adhere to federal, state and local guidelines and regulations.
26. Establish quality standards for the presentation and service of food.
27. Develop guidelines for providing services in response to disaster or emergency feeding.
28. Develop a marketing plan that attracts students, teachers, administrators, support staff and community.
29. Provide information to encourage and secure support from the governing board, administration, faculty, students and community for the CNP.
30. Establish role of CNP as a resource of expertise in the development and presentation of nutrition education materials and activities.
31. Cooperate with and assist KSDE child nutrition consultants during reviews of the CNP. Take action to promptly and effectively implement corrective action.

Sample Job Description: Food Service Site Manager

Purpose: The food service site manager supervises kitchen operations. The site manager must work closely with the sponsor's food service director and usually with the building principal.

Responsible to: Food service director or school administrator

Payment Rate: According to the classified salary schedule

Qualifications:

1. High school diploma or equivalent and ability to perform basic math functions including addition, subtraction, multiplication, division and working with fractions and percentages
2. Experience in institutional or large scale food preparation and kitchen management
3. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
4. Personnel and management skills
5. Verbal and written communication skills
6. Record keeping and accounting skills
7. Ability to interact with students and staff in a consistently pleasant manner
8. Working knowledge of safe food handling procedures and completion of the Kansas State Department of Education's (KSDE's) and the Kansas Department of Health and Environment's (KDHE's) food safety training requirements
9. Willingness to encourage and support professional development of staff
10. Desire to continue career growth

Essential Functions:

1. Supervise and coordinate food service to provide nutritious meals and safeguard the health of students, staff and visitors.
2. Keep accurate and timely records for the sponsor and KSDE.
3. Ensure that all activities conform to school, community and KSDE standards.
4. Communicate effectively with school personnel, students and community.
5. React to change productively and complete tasks as assigned.
6. Have knowledge concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use.
7. Use professional discretion and observe procedures of confidentiality in managing staff and administering the program.
8. Use good communication and supervisory skills in working with other team members and students.
9. Attend classes, in-services and workshops assigned by supervisor.
10. Support the philosophy and mission of the sponsor.

Physical Requirements/Environmental Conditions:

1. Able to tolerate prolonged sitting or standing
2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
3. Capable of stooping, bending and reaching
4. Able to concentrate in a noisy environment
5. Flexibility to work hours as required to fulfill duties
6. Able to drive, transport food to other schools as necessary and to run errands

General Responsibilities:

1. Maintain integrity and accountability of the Child Nutrition Program (CNP) through compliance with all federal, state, and local regulations.
2. Operate the CNP within established guidelines for a financial management system that provides a cost effective program of high integrity.

Food Service Facts – Chapter 23, Personnel Guidelines & Professional Development

3. Provide effective office organization and good paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local laws and policies.
4. Attend scheduled manager's meetings and participate in planning and conducting meetings/trainings as requested.
5. Manage the CNP staff according to all federal, state, and local employment laws, policies, and regulations.
6. Communicate effectively with supervisor and other employees.
7. Create an atmosphere that enhances employee productivity and satisfaction in the workplace.
8. Implement organizational techniques to accomplish job tasks with efficiency and maximum development of human resources.
9. Establish professional status for the CNP in the education community by acquiring the education and skills necessary for leadership and management roles.
10. Provide supervision and on-the-job training to assure that all policies and established procedures are followed.
11. Encourage all kitchen staff to attend applicable inservice meetings and training classes.
12. Assign work schedules and day-to-day assignments of specific job tasks.
13. Make arrangement for substitute workers from the approved list of substitutes to fill in for regular staff members when they are absent.
14. Plan and provide menus that meet current nutritional standards and meal pattern requirements and that encourage participation.
15. Coordinate food items for a la carte sales.
16. Accurately complete monthly inventory of food and non-food supplies. Assure that all supplies are on hand for the day's preparation before needed.
17. Order and maintain adequate supplies of equipment, food and non-food supplies. Write weekly market orders and submit to food service director on agreed upon day.
18. When groceries are delivered, check-in by visually counting each item, noting if specification was met, order was correctly filled and if quality of product is acceptable. Make corrections on invoice while the delivery personnel are still on site. Return items that do not meet specifications.
19. Provide an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
20. Train staff to correctly use equipment. Establish and maintain schedules for maintenance. Complete an annual inventory of equipment.
21. Provide a safe environment for performance of work. Report any accidents in the kitchen to the food service director or school administrator in a timely manner.
22. Apply management principles to establish and maintain high standards of control for quality food production and distribution.
23. Assist staff members as needed and help them improve their performance so that daily assistance is not necessary.
24. Provide a system for preparing and maintaining records that reflects an accurate report of planned menus, food produced and food discarded.
25. Supervise the transport of food and non-food supplies to other serving sites. Complete the written communication concerning the menu, serving sizes, special instructions, etc. and provide to the satellite server.
26. Establish quality standards for the presentation and service of food.
27. Implement a marketing plan to create an atmosphere that attracts and pleases students, teachers, administrators and other school support staff.
28. Provide leadership which promotes the importance of child nutrition and creates an interest in the role of the school nutrition program in the school and community.
29. Assist teaching staff with nutrition projects as approved by the food service director, including supplying foods needed, kitchen tours, kindergarten orientation, special occasions for parents, open house tours and other student involvement activities.
30. Complete other duties as assigned by the food service director or administrative staff.

Sample Job Description: Cook

Purpose: The cook assists in the supervision of food preparation and supervises kitchen operations in the absence of the food service site manager. To accomplish these tasks, the cook must work closely with the staff and administration of the sponsor.

Responsible to: Food service site manager

Payment Rate: According to the classified salary schedule

Qualifications:

1. High school diploma or equivalent and ability to pass the sponsor's math test
2. Experience in institutional or large scale food preparation and kitchen management
3. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
4. Successful completion of the Kansas State Department of Education's (KSDE's) food safety training requirement within six months of employment
5. Desire to continue career growth

Essential Functions:

1. Assist in the supervision of food preparation.
2. Supervise kitchen operations in the absence of the food service site manager.
3. Ensure that all activities conform to local, state and federal standards.
4. Communicate effectively with school personnel, students and the community.
5. React to change productively and complete tasks as assigned.
6. Appropriately operate all equipment as required.
7. Attend classes, in-services and workshops voluntarily or as assigned by food service site manager.
8. Support the philosophy and mission of the sponsor.

Physical Requirements/Environmental Conditions:

1. Able to tolerate prolonged sitting or standing
2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
3. Capable of stooping, bending and reaching
4. Able to work effectively in a noisy and crowded environment
5. Able to tolerate working in and around food service related fumes and odors

General Responsibilities:

1. Assist the food service site manager in food service operations.
2. Prepare food items to be served in planned quantities at a stated time.
3. Assist in directing the activities of other employees.
4. Assist in training and coaching employees.
5. Follow written and verbal instructions.
6. Know and practice basic principles of quantity food cookery.
7. Practice proper operation of equipment to assure safety and avoid damage to equipment.
8. Clean and sanitize equipment properly.
9. Follow standardized recipes carefully; weigh and measure food ingredients accurately.
10. Maintain clean work area.
11. Assist with service as needed, using established portion control standards.
12. Practice good personal hygiene and food safety.
13. Observe sponsor's policies during all activities.
14. Prepare accurate time sheets for each pay period.
15. Seek out new information, innovative ideas and techniques.
16. Complete other duties as assigned by the food service site manager.

Sample Job Description: Assistant Cook

Purpose: The assistant cook aids the cook in food preparation. To accomplish these tasks the assistant cook must work closely with cooks and the food serviced site manager.

Responsible to: Food service site manager

Payment Rate: According to the classified salary schedule

Qualifications:

1. High school diploma or equivalent and ability to pass the sponsor's math test
2. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
3. Successful completion of the Kansas State Department of Education's (KSDE's) food safety training requirement within six months of employment
4. Desire to apply training received

Essential Functions:

1. Assist in the preparation of food.
2. Measure and read measuring devices and convert measurements (e.g. from cups to gallons, ounces to pounds, etc.).
3. Read and follow recipes.
4. Practice proper cleaning and sanitizing procedures.
5. Communicate effectively with school, students and the community.
6. React to change productively and complete tasks as assigned.
7. Appropriately operate all equipment required.
8. Attend classes, in-services and workshops voluntarily or as assigned by the food service site manager.
9. Support the philosophy and mission of the sponsor.

Physical Requirements/Environmental Conditions:

1. Able to tolerate prolonged sitting or standing
2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
3. Capable of stooping, bending and reaching
4. Ability to work effectively in a noisy and crowded environment
5. Able to tolerate working in and around food service related fumes and odors

General Responsibilities:

1. Prepare or assist in preparing food as assigned.
2. Assist with service of food to students and adults as assigned using portion control standards.
3. Complete clean-up duties and dishwashing duties as assigned.
4. Follow proper food handling to maintain food quality and ensure food safety.
5. Operate kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
6. Report food supply needs and equipment problems to the food service site manager.
7. Prepare accurate time sheets for each pay period.
8. Maintain job skills to perform assigned duties and participate in available training programs.
9. Observe sponsor's policies during all activities.
10. Practice good personal hygiene and food safety.
11. Complete other duties as assigned by the food service site manager.

Sample Job Description: Satellite Server

Purpose: The satellite server is responsible for serving meals and clean-up as needed. To accomplish these tasks, the satellite server must work closely with the food service site manager.

Responsible to: Food service site manager

Payment Rate: According to the Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent and ability to pass the sponsor's math test
2. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made)
3. Successful completion of KSDE's food safety training requirement within six months of employment
4. Desire to apply training received

Essential Functions:

1. Know of or learn basics of quantity cooking.
2. Communicate effectively with members of the food service staff, students, sponsor's staff and the community.
3. Work cooperatively with all personnel.
4. React to change productively and complete tasks as assigned.
5. Appropriately operate all equipment required.
6. Attend classes, in-services and workshops voluntarily or as assigned by the food service site manager.
7. Support the sponsor's mission and goals.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials
3. Requires stooping, bending and reaching
4. Must work in a noisy and crowded environment
5. Must work in and around fumes and odors

General Responsibilities:

1. Prepare condiments for meal service.
2. Check to see how many students, staff and guests are expected to eat each meal.
3. Check to ensure all menu items are available and are offered.
4. When food is delivered/returned, checks and records the quantities, temperatures, acceptability and appearance.
5. Serve meals to students and adults at the specified time.
6. Use portion control standards as specified by the food service site manager or food service director.
7. Keep serving area clean at all times.
8. Wash and sanitize small equipment used in meal service or returned to base kitchen.
9. Report any faulty equipment or accidents to food service site manager, food service director or building principal in a timely manner.
10. Help with any phase of kitchen operations as necessary.
11. Practice good personal hygiene and food safety.
12. Complete other duties as assigned by the food service site manager.