

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington  
JOB DESCRIPTION

**POSITION:** FOODSERVICE ASSISTANT I

**REPORTS TO:** Foodservices Manager

**RESPONSIBILITIES:**

1. Perform a wide variety of food preparation such as preparing salads, cold vegetables, fruits, sandwiches/burgers, panning, and heating.
2. Prepare condiment trays and service lines.
3. Stock and sell food and snack items as requested.
4. Serve food and follow portion control.
5. Cashier, collect, and count cash and stock vending machines as requested.
6. Maintain food safety and sanitation.
7. Perform food storage and clean-up in a team setting.
8. Cross-train to move up for Foodservice Lead as needed.
9. Follow established procedures for interdepartmental communications.
10. Perform other tasks and assume responsibilities as assigned by the Foodservices Manager, or designee.

**QUALIFICATIONS:**

1. High school diploma or GED.
2. Food handler's permit.
3. Recognized industry certification desirable.
4. Knowledge of food handling and sanitation practices and procedures.
5. Knowledge of basic food preparation.
6. Basic math skills for portion control and accounting.
7. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
  - a. Work within strict timelines;
  - b. Work effectively as part of a team.

**QUALIFICATIONS: (Continued)**

8. Has, in the judgment of the administration, demonstrated skills in:
  - a. Organization;
  - b. Working with a variety of adults and students.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**WORKING CONDITIONS:**

Incumbents typically experience daily:

- standing for prolonged periods
- exertion from fatigue and concentration
- exposure to high noise levels
- precise control of fingers and hand movements
- lifting and/or carrying objects between 20-50 pounds
- crouching, crawling, bending or kneeling
- exposure to regular childhood diseases
- exposure to equipment with cutting, crushing, and burning potential
- exposure to extreme heat and to cleaning chemicals

5-25-99

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