

Job Description

Job Title:	Food Service Aide
Employment Location:	Circle of Nations Pemmican Hall 832 North 8 th Street Wahpeton, ND 58075
Department:	Kitchen
Immediate Supervisor:	Food Service Supervisor
Pay Status:	Non-Exempt
Calendar Classification:	9- Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	High School Diploma or GED is required. Specialized education and training in food service management and nutrition is preferred. Must possess a valid driver's license.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to 40 lbs of force occasionally and up to 20 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Duties and Responsibilities

- Responsible for assisting with food production and service as assigned.
- Responsible for performing daily and periodic cleaning as assigned.
- Responsible for operating food service equipment.
- Responsible interaction with students, staff, and the public.
- Responsible for keeping the building and premises clean including sidewalks, driveways, and play areas neat and clean at all times
- Responsible for regulating heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season.
- Responsible for daily checks to ensure all exit doors are open and all panic bolts are in working order
- Responsible for sweeping, cleaning, and washing of all areas of kitchen as assigned by the supervisor
- Responsible for maintaining janitorial supplies by advising supervisor well in advance for material or equipment needed
- Responsible for immediate reporting to the supervisor of any damage to the kitchen area
- Responsible for making minor repairs of which he/she is capable
- Responsible for assuming responsibility for the safe condition of the kitchen
- Be responsible for seeking assistance for students with special needs.
- Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.

