



School District of Philadelphia

Title: Food Services Assistant

Department: Food Services

Reports To: Food Services Superior

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

Job Summary

Assists with the preparation of meals in cafeterias in either schools or administrative buildings. Unpacks ready-to-serve meals for lunch and breakfast, prepares salads and sandwiches, and displays cartons of milk, juice and other foods. May heat breakfast and lunch and/or prepare food on the grill. Cleans kitchen areas and appliances, handles cash, and collects meal tickets.

Essential Functions

- Unpacks hot or cold packs; counts milk cartons as well as breakfast and lunch packs; checks exterior of breakfast and lunch packs to ascertain that they arrived in good condition.
- Places trays of pre-cooked hot lunch packs in the oven and heats for stipulated time period; places packaged lunches on wire racks and food on serving counters; portions servings of desserts into containers.
- Prepares salads and fruit dishes; chops vegetables; assembles sandwiches; cooks some foods on a grill which may include hamburgers, hot dogs and eggs.
- Portions and serves food to students and staff in a cafeteria; collects meal tickets; performs cashiering duties; counts the number of food items prepared.
- Cleans preparation and service areas; washes pots, pans, trays and other utensils; cleans the oven, cooler and other appliances; sweeps and mops floor of kitchen area.

Minimum Requirements

- Education equivalent to the completion of the twelfth school grade.

Knowledge, Skills and Abilities

- Some knowledge of:
 - the public health aspects of food handling.
 - simple food service practices and sanitation.

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• **Ability to:**

- lift moderately heavy cartons on trays and transport them short distances.
- read, write and count accurately.
- understand and follow oral and written instructions.
- establish and maintain effective working relationships.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Additional Information

References ADA, 42 U.S.C.S, Section 12113 (d) – Person in job must not have nor contract any disease listed by the Secretary of Health and Human Services. Such person may be removed from their job pursuant to the American with Disability Act and due process.

Talent Use Only	
Title Code	7605
Salary Grade	0425/8425
Bargaining Unit	Local 634
Date of Establishment	6/73
Date of Last Revision	3/18
Analyst	JAG