



GILA CROSSING COMMUNITY SCHOOL JOB ANNOUNCEMENT

Date: October 27, 2009
Department: Food Service
Reports to: Food Service Manager
Hours: 6:00 to 2:30pm
Closing Date: Open Continuous

Position Description: Food Service Assistant
Location: Elementary/Middle Campus
Schedule: Monday-Friday
Classified Salary: \$8.68-\$18.16 (Column-B Step 1-20)

Overview: Assist the Food Services Manager with planning and coordinating the operation of all school kitchens and the routine operation of the Food Service Department in a positive and friendly manner.

Qualifications:

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
3. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
4. High School Diploma or equivalency certificate (GED).
5. At least one full year of equivalent training in instruction food preparation.
6. Must obtain and maintain a current health card and food handler's card.
7. Must have knowledge of math and ability to convert recipes.
8. Ability to stand for long periods of time.
9. Ability to lift as required (maximum 50 lbs.)
10. Ability to operate food service equipment.
11. Comply with health, safety, and dress code requirements for personal hygiene.
12. Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
13. Conducts duties and responsibilities in accordance with the Gila Crossing Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government
14. Must have a valid Arizona Drivers license and provide an EZ MVR-Arizona 39 month record when operating a school vehicle.

Duties and Responsibilities:

- Practice good personal hygiene, sanitation and safety rules daily.
- Communicates concerns to the Food Services Manager pertaining to policies and procedures relating to all food service employees; inspects kitchen on a scheduled basis to ensure that the quality and quantity of food meets the standards set; checks to see that kitchens are operated in an efficient and safe manner in accordance with applicable federal, state and tribal requirements.
- Assists the Food Service Manger in assuring that sanitation and safety practices in all phases of the school food service operation meet established standards.
- Assists the Food Services Manager in preparing and serving meals for special functions and school activities.
- Assists in planning and maintenance of stock and inventory for all food items and service supply materials in the warehouse.
- Advises the Food Services Manager of shortages, and return of items that do not correspond to the original order and/or vendor pricing errors.

- Assists in taking a physical inventory of all items on a monthly basis.
- Ensures that all food and supply items are stocked and stored according to established procedures.
- Will bake breads, rolls, pastries as needed.
- Will set up and direct operation of food service and equipment such as mixers, ovens, cutters, etc.
- Will clean sinks, pots, pans, and tables etc, when necessary.
- Attend summer workshops and in-service when offered.
- Be courteous when dealing with students, adults and public.
- Report any needed repairs to the supervisor as soon as they are noticed.
- Coordinates work with other staff members, treats others with
- Respect, tact, and courteous, works as a team member, keeps others informed.
- Accepts and responds positively to direction, instruction and Constructive criticism and implements change, Acts on own initiative when appropriate, demonstrates appropriate care and use of equipment and materials.
- Complies with personnel attendance policy, observes work hours and schedule and completes assignments in a timely manner
- Maintains students and staff safety as a top priority and practices universal precautions and uses and maintains equipment safely.
- Possesses knowledge of specific job duties, handling food in a safe and sanitary methods, rotating food and supplies, and able to follow written recipes and instructions, the ability to prepare quality food in large quantities, and expands current knowledge about job
- Completes work assignments within given timeframe, plans ahead for future day's work by pre-prepping food items and checking quantity on hand, keeps work station inventory stocked for food and supplies and organizes work in an efficient manner, and able to work independently without constant supervision to accomplish tasks.
- Demonstrates proper health standards in food preparation and service, cleans and sanitizes work area daily, performs detailed cleaning of equipment as needed, monitors food temperatures to assure safety and follows dress code policy consistently.
- Identifies and addresses problems as they occur and generates possible solutions, considers possible implications and follows through with action.
- Records accurate quantities on production work sheets, records information consistently on a daily basis and include relevant information and complies with federal/state guidelines.
- May perform other duties as assigned.

Physical Demands:

Extensive standing and walking with considerable heavy lifting; stooping/bending. Some lifting of trash and garbage containers. Position involves physical hazard to employee from burns and cuts from manual and electrical equipment.

Work Environment:

Works mostly in-doors and some out-doors as required.

Terms of Employment:

This is a contract position. Will work 8 hours per day; 10 months per school year.