

**PACELLI CATHOLIC SCHOOLS**  
**Job Description**

**FOOD SERVICE ASSISTANT**

**JOB REQUIREMENTS:**

- Understanding of Google email and Google suite applications
- Required to obtain Servsafe certification within first year of employment
- Ability to lift 50lbs
- Wear appropriate hair restraint/personnel protective equipment (PPE) including following Covid precautions as required by Pacelli Catholic Schools
- Practice good hygiene and hand washing
- Dress in clean appropriate clothing. Wear sturdy, slip resistant shoes
- Follow the set menu for breakfast/lunch and prepare food in accordance with Hazard Analysis Critical Control Point (HACCP)

**DAILY TASKS:**

- Prepare items for the salad bar
- Set up salad bar/serving line
- Prepare main and secondary entrees
- Prepare deserts as needed
- Record daily freezer and cooler temperatures
- Record daily dish sanitizer PH level
- Record food temperature of served food
- Record milk temperatures daily
- Serve food in a timely, safe and friendly manner
- Clean and sanitize dishes, cleaning equipment and cafeteria tables
- Follow portion control procedures as defined by DPI/USDA
- Maintain food production logs
- Maintain cleanliness of kitchen/storage areas, ensure tables are wiped down and surfaces are sanitized.

**WEEKLY TASKS:**

- Place food order requests
- Receive truck deliveries and put product away in a timely manner
- Date products as need and ensure product rotation
- Dispose of expired item

**AS NEEDED TASKS:**

- Attend required continuing education courses
- Prepare food service tasks for school special events as needed
- May be needed to assist in other school kitchens as needed
- Perform all other duties as necessary to the position and as specified by the supervisor and/or principal