

**Fowler Public Schools  
Job Position Description**

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Title: **Food Service Aide**  
Dept: Food Service – Waldron elementary/middle school  
Reports to: Lauri Grace, Food Service Supervisor  
Hours: Approx. 8:30 a.m. – 12:30 p.m.  
Hourly rate: Support Staff contract  
Benefits: Support Staff contract  
Closing date to apply: Until filled  
Send resume and letter of intent to: Lauri Grace, Food Service Supervisor  
700 South Main Street, Box 407, Fowler, MI 48835  
or @ lgrace@fowerschools.net

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**Summary:** To assist in the preparation and serving of quality food to students in a quick and pleasant manner.

**Essential Duties and Responsibilities** *(other duties may be assigned)*

- Assists with hot and cold food preparation.
- Transport and pickup of food and other materials to various food serving locations.
- Assists with the daily cleaning of all kitchen equipment, serving trays, cafeteria tables, utensils, and mopping of floors to ensure cleanliness and sanitary conditions are met.
- Serves lunches to students and adults.
- Set up and break down of serving lines (salad bar, hot food, ala carte, milk cooler, etc.).
- Assists with the maintenance and filling of all vending machines.
- Informs Supervisor, in advance, of any shortages in food, milk, condiments, paper and cleaning supplies.
- Counts money, makes change, operates check register, and completes necessary food related reports.

**Supervisory Responsibilities:**

None

***Qualifications Requirements:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

High School diploma or general education degree (GED) and/or previous experience with large scale cooking and food preparation/serving.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance. Ability to operate a cash register.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

***Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 30 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

*The information contained in this job description is for compliance with the American with Disabilities Act. (A.D.A.) and is not and exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*