

**THE TROY CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>FOOD SERVICE ASSISTANT/DISHWASHER</b>	<b>File 807</b>
<b>Reports to:</b>	Kitchen Manager	
<b>Job Objectives:</b>	Sanitizes dishes, cutlery, cooking utensils, and equipment. Maintains a sanitary and orderly work area.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma preferred.</li><li>· Meets all mandated health requirements.</li><li>· A record free of criminal violations that would prohibit public school employment.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Carefully follows all directions. Seeks advice when expectations are unclear.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Supports community partnerships that enhance district programs.</li><li>· Prepares the dishwasher and verifies that it is operating correctly.</li><li>· Keeps the kitchen manager informed about supplies needed to avoid work schedule interruptions.</li><li>· Cleans, washes, and sanitizes dishes, cutlery, cooking utensils, etc. Monitor the water temperature to ensure proper sanitization. Hand washes large pots and cooking equipment. Properly stores all items. Mops wet floors.</li><li>· Cross-trains with other food service staff. Helps as directed to meet established schedules.</li><li>· Follows all health department rules and regulations (e.g., sanitation procedures, personal hygiene, etc.).</li><li>· Reports student discipline problems or other related concerns to the building principal.</li><li>· Promptly documents all safety incidences and/or accidents.</li><li>· Learns how to operate the fire and safety equipment.</li><li>· Helps prepare for fire, health, and safety inspections.</li><li>· Maintains the confidentiality of privileged information.</li><li>· Reports student discipline problems or other related concerns to the building principal.</li><li>· Takes precautions to ensure student safety. Reports suspicious circumstances immediately.</li><li>· Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>· Participates in staff meetings and professional growth activities as directed.</li><li>· Accepts responsibility for work-related decisions and conduct.</li><li>· Performs other specific job-related duties as directed.</li></ul>	
<b>Abilities Required:</b>	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>· Demonstrates professionalism.</li><li>· Carries out prescribed activities efficiently with limited supervision.</li><li>· Works cooperatively to support a successful team effort.</li><li>· Communicates effectively using verbal, listening, and writing skills.</li><li>· Reacts productively to interruptions and changing conditions.</li><li>· Maintains an acceptable attendance record and is punctual.</li></ul>	
<b>Working Conditions:</b>	District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.	

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties require lifting, carrying, and moving work-related supplies/equipment.
- Duties may include performing repetitive tasks quickly.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Duties may include bending, crouching, kneeling, reaching, and standing.
- Duties may include working in proximity to moving mechanical parts.
- Duties may include wearing protective clothing and using safety equipment.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: June, 2003

Signature: \_\_\_\_\_ Date: \_\_\_\_\_