



**INTERNATIONAL SCHOOL OF LOUISIANA  
JOB DESCRIPTION**

Position: **Food Service Assistant I**

Status: Full-Time/Non-Exempt

Reports to: Director of Food Service

Date: June 6, 2011

**Summary of Work:**

Under supervision, to assist in the preparation of and serving foods and beverages; to maintain food service facilities in a clean and sanitary condition; and to do other related work as directed.

**Essential Functions:**

**A. Customer Service**

1. Maintains a positive attitude in meeting the needs of customers.
2. Communicates with customers in an appropriate, respectful manner.
3. Cooperative working relationship with school personnel and parents.
4. Handles sensitive issues appropriately and confidentially.

**B. Health, Sanitation, and Safety Standards**

1. Understand and implement the Hazard Analysis and Critical Control Points (HACCP) food safety program.
2. Adhere to Safety and Sanitation procedures prescribed by the Department of Health & Hospitals.
3. Maintain high standards of cleanliness within the dining area before, during and after meal periods.
4. Inspects delivered food items and/or supplies for the purpose of verifying quantity and specifications of orders and compliance with health requirements.
5. Complete routine maintenance of cafeteria, dry storage pantry and equipment, including monthly deep cleaning.
6. Monitors equipment operations and reports to supervisor any equipment malfunctions.
7. Report to direct supervisor any wrongful acts in the food services areas, complaints from staff, parents and administrators.
8. Follow uniform guidelines.

**C. Operational**

1. Monitor student meals for the purpose of serving reimbursable meals.
2. Enter student meals into a computerized system at the Point of Service.
3. Responsible for assisting with preparing daily meals which includes field trip bag lunches.
4. Responsible for monitoring, maintaining and replenishing the salad bar.
5. Understand and utilize portion control methods, including weighing of meal components.
6. Assist with meal service.
7. Assist in the preparation and service of food for catering projects.
8. Assemble food, dishes, utensils and supplies needed for timely meal preparation.
9. Responsible for cafeteria set-up for lunch.
10. Prepares after school snacks according to mandated nutritional guidelines.
11. Participate in School-mandated trainings and/or meetings.

Education & Experience:

- High school diploma or general education degree (GED) required. Minimum of two years work experience of routine food preparation and/or serving experience. Basic food handling, kitchen sanitation techniques, and personal hygiene related to food handling.

Ability to:

- Performs with a commitment to promote a quality food service program that meets the nutritional needs of the customers.
- Demonstrate regular attendance and punctuality.
- Adhere to confidentiality policy regarding student information.
- Read and follow production sheets.
- Maintain high standards of sanitation and hygiene.
- Establish and maintain effective relationships with those contacted in the course of work.
- ISL is an Equal Opportunity Employer. ADA requires ISL to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Acknowledgement:**

*I acknowledge that I have read and understood the attached job description. My signature below attests that I am able to perform the essential functions of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all administrative, policies and procedures of the International School of Louisiana.*

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*Employee's Name & Signature*

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*Date*