

# Harlem Consolidated School District #122

## Job Description Food & Nutrition Services Substitute General Assistant

**Supervisor:** Director of Food &  
Nutrition Services  
Food Service Manager  
Building Principal

**FLSA Status:** Non-Exempt                      **Employee Group:** At-Will

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### Qualifications:

1. Basic mathematical and computer skills
2. Ability to relate positively to staff and students
3. Manual dexterity, stamina, ability to work with chemical cleaning agents, and strength to lift and carry objects weighing up to 50 lbs.

### Terms of Employment:

- Schedule by phone or online as needed

### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

### Duties:

1. Prepare or assist in the preparation of a variety of foods using standardized recipes and production records. Set up food on serving line and serve meals or meal components in compliance with USDA regulations.
2. Follow approved housekeeping and food safety procedures to ensure that sanitary and safest conditions are met with regard to health department and USDA program regulations.
3. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.
4. Store and handle food and supplies in accordance with instructions.
5. Maintain positive working relationships and demonstrate respect for students, staff and parents.
6. Willing to learn and operate computer software to record meals sold to customers.
7. Participate in routine cleaning and sanitizing kitchen equipment and supplies
8. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.