



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Crosslake Community Schools Job Description

Position: Food Service Associate

Location:

Crosslake Community School

FTE/ Hour Allotment:

Approximately 32.5 hours per week

Immediate Supervisor:

Food Service Coordinator

Position Summary:

Responsible for preparing food to be served to students by complying with all applicable sanitation and health standards and following established food production programs and procedures

Essential Duties and Responsibilities:

30% Food Preparation

- Pan, cook and store food
- Prepare food and follow recipes, special diets included
- Ensure proper temperatures of food
- Adjust the quantity of food prepared

30% Service

- Enter purchases into POS
- Verify accounts and check for reimbursable meals
- Serve food
- Replenish serving lines
- Take temperatures of food and record
- Greet customers and promote food service programs

25% Set up and take down

- Set up line with food, condiments, utensils, napkins, beverages and trays
- Prepare sanitation materials
- Set up and breakdown point of sale
- Clean and sanitize areas
- Sweep and pick up floor mats as needed
- Wash dishes
- Update program and menu signage

- 10% Recordkeeping and Reports
 - Record temperatures of food and equipment
 - Record sanitation measurements
 - Prepare and record money and checks (only as needed when Coordinator is unavailable)
 - Record data for production records
 - Assist in receiving, stocking and storage of food and supplies
 - Properly store food and supplies
 - Follow health department, USDA, local, state and federal guidelines
 - May be required to assume responsibility of Food Service Coordinator

- 5% Professional Development
 - Attend in-services, workshops, building and department meetings

Perform other duties as assigned or requested.

Position Qualifications & Required Skills:

Education/Certification Requirement:

- High School Diploma or equivalent
- Obtain Level 1 Certification from School Nutrition within 90 days of hire
- MN Certified Food Protection manager a plus

Experience:

- Food Service experience preferred

Essential skills required to perform the work

- Ability to read, write and comprehend written and verbal instructions
- Ability to add, subtract, multiply and divide in all units
- Basic computer skills
- Ability to set priorities and deadlines
- Ability to work in a team environment
- Problem solving skills

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates small and large food service equipment
- Utilizes computers, POS, cash machine, calculators, department and District software programs

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand				X
Walk				X
Sit				X
Use hands				X
Reach (hands/arms)				X

Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs			X	
Up to 25 lbs			X	
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

Starting Hourly Range:

\$15.30 to \$15.92 (for SY24-25)

Work Schedule and Agreement:

- Agreement Days: School Board Approved Calendar Days
- Hours per day: 6.5; 7am-1:30pm (includes two 15 minutes breaks, no lunch)

Revised:

2/26/2024