



Job title	<i>Food Service Aide</i>
Reports to	<i>Program Coordinator</i>
Fair Labor Standards Status	<i>Non-exempt, school year</i>

Job purpose

Penfield Montessori Academy (PMA) is a public Montessori charter school in Milwaukee, Wisconsin with Primary and Lower Elementary students. Penfield Montessori Academy is built on three pillars for success: a strong Montessori/Special Education pedagogy, Health and Wellness Services and Family Engagement. The school opened in fall of 2016 and will continue to grow to accommodate children up to 8th grade. The Food Service Aide is responsible for providing daily meals and snacks for Penfield Montessori Academy's student population, while also maintaining kitchen equipment and detailed records. The Food Service Aide is also responsible for food and beverage preparations for meetings. The Food Service Aide reports directly to the Program Coordinator.

Working relationships

School Staff
Volunteers
Families
Community Professionals including but not limited, to MCFI
General public

Prime functions

Receive meals and snacks, daily, for the agency's client population:

- Daily, obtain expected meal counts, regular and puree, from each classroom for current days lunch and breakfast for next service day.
- Receive meals according to expected attendance from MCFI, take and record temperatures, keeping all food service logs current.
- Work with the school nurse to maintain and update regularly, a list of food allergies and special diets to ensure that children's nutritional needs are being met.
- MCFI will develop monthly snack menus in accordance with USDA Guidelines. The Food Service Aide will count-out and deliver afternoon snacks to the Penfield Enrichment Program (PEP).
- Maintain inventory for snack options for classrooms if a student does not bring snack on their assigned day.
- Document, daily, temperature of food items, refrigeration and freezer units
- Distribute meals and supplies to individual rooms.
- Place order for milk weekly and other paper and kitchen supplies as needed.
- On a daily basis, ensure that food items are stored in proper containers and dated.

Maintain kitchen equipment, cooking utensils and classroom supplies in a clean, organized and sanitary manner:

- Keep storage areas clean, organized and free of clutter.

- Remove outdated food items.
- Order kitchen chemicals as needed and utilize according to guidelines. Maintain documentation of de-liming of Sanitizer.
- Daily cleaning of counters, sinks, and floors with additional monthly duties, according to checklists, to maintain overall cleanliness of the kitchen.
- Thoroughly clean classroom service bins, dishes, utensils and classroom cart after each meal service.

On a daily basis, maintain detailed records:

- Maintain detailed daily food report for breakfast, lunch and snack service.
- Maintain and organize weekly classroom meal point-of-service records.
- Keep monthly menus with indicated changes for final USDA report.
- Maintain cleaning documentation records.

Set up and prepare food and beverage items for meetings:

- Set up plates, utensils, napkins, cups etc according to meeting menu.
- Prepare coffee decanters, cream, sugar, etc.
- Maintain adequate supply of bottled water, soda and juices in refrigerator for meetings.
- Maintain adequate supply of food items for meetings.
- Order meeting supplies as necessary.

Assist the agency as needed:

- Maintain prompt hours and notify supervisor of illness/absence.
- Monitors and appropriately utilizes earned time off.
- Attends and participates in department staff meetings.
- Is familiar with Wisconsin Child Care Licensing rules and USDA regulations associated with food preparation and storage.
- Obtain necessary USDA training.
- Complies with Penfield Montessori Academy's personnel policies.
- Develop a positive working rapport with classroom teachers and other agency personnel.
- Perform all other duties as assigned.

Qualifications

High school diploma or GED.
 Ability to work well independently or as a member of a team.
 Ability to adapt to changes in work priorities.
 Professional, flexible and dedicated individual.
 Knowledge of USDA requirements, preferred.
 Familiarity with safe food handling.
 Ability to multi-task.
 Ability to lift or move objects of 50 lbs. or less on a daily basis.
 Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.

Performance criteria

- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements.

Penfield Montessori Academy is an Equal Opportunity Employer.