



TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER SID MILLER

School Food Authority (SFA) Food Service Assistant Job Description

General Function and Scope

The school nutrition assistant performs a variety of job functions essential to the successful operation of the local school nutrition cafeteria. The job functions include food production; sanitation, safety, and security; customer service; program regulations and accountability; equipment use and care; and professional excellence. The school nutrition assistant is supervised by an assigned manager/supervisor and in partnership with others in the school nutrition program and school district to support a sound nutrition assistance food program while following federal, state, and local guidelines. The local school nutrition program is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Essential Functional Areas of Responsibilities

Food Production

- Maintains high standards of control for quality food production and service.
- Follows operational procedures for efficient and effective food production and service.

Program Regulations and Accountability

- Maintains integrity and accountability of the SNP through compliance with all federal, state, and local regulations.
- Maintains accountability of recorded documentation for compliance with federal, state, and local regulations.
- Ensures compliance with school/district policies and procedures.

Sanitation, Safety and Security

- Maintains an environment conducive to protecting the health and well-being of the school's children through high levels of food safety and sanitation standards.
- Maintains a safe environment for performance of work.

Customer Service

- Maintains quality standards for the presentation and service of food in a pleasant environment.

Equipment Use and Care

- Implements administrative policies for proper use and care of all equipment

Professional Excellence

- Performs all duties and responsibilities in an ethical and professional manner.
- Communicates effectively with unit manager and other employees.
- Provides leadership as a team member of the school community.