

**Food Services Associate**  
**Job Description**  
The San Francisco School

**Reports To:** The Director of Finance and Operations  
**Job Status:** 30% FTE (Job Share)  
**FLSA Classification:** Non-Exempt  
**Date Modified:** April 3, 2017

**OVERVIEW OF POSITION**

The Food Services Associate works in conjunction with the Food Services Manager to oversee The San Francisco School Lunch Program. This position is structured as a job share. Specifically, The San Francisco School seeks a part time employee that will prepare lunches Wednesdays, Thursdays and Fridays (approximately 4-5 hours daily). On Wednesdays and Thursdays, approximately 180 students and 40 employees are provided lunch. On Fridays, a simple "picnic lunch" is provided for the approximately 70 students in preschool. This position is for the 2017-2018 school year, beginning August 2017. However, there is an opportunity to train with the current Food Services Managers during May 2017. One Food Services Manager is retiring after 40 years with The San Francisco School.

The San Francisco School Lunch Program provides preschool and elementary students and staff with nutritious, fresh, high-quality meals at an affordable price. Lunches are prepared in the kitchen, and transported by teachers (preschool) and students (elementary school) into the classroom for daily lunch. Some typical lunches include burritos, pizza, pasta, and soups. A typical Friday picnic lunch is bagels and cream cheese. The kitchen also serves as a community hub which means a steady daily flow of students, staff and parents.

**ESSENTIAL FUNCTIONS**

- Prepare daily hot lunch for students (Pre-school through 5<sup>th</sup> grade) and faculty/staff Wednesday & Thursday; on Fridays, prepare picnic lunch for pre-school only as well as fresh salad for faculty/staff. The food preparation is done together with the Food Services Manager on Wednesdays and a kitchen assistant on Thursdays.
- Supervise kitchen assistant and dishwasher staff.
- Coordinate with the Food Services Manager to plan menus and confirm that appropriate food is ordered. On occasion, grocery shopping is required.
- Make sure that all deliveries are accurate, by checking purchased items against the invoice during delivery. Store food appropriately upon delivery.
- Practices safe food handling techniques in food preparation and storage (**Need to maintain updated ServSafe food handler certification**).
- On occasion, prepare additional food for events and visitors, and prepare staff lunch on professional development days (such as community workday breakfast or staff lunches on staff in-service days).
- Research new recipes, suppliers, ingredients, and find competitive prices for our current products. Estimate food and beverage costs and manage actual costs according to budget.

- Maintain supply and paper products inventory.
- Establish and maintain organization, cleanliness, sanitation and safety standards in compliance with regulatory requirements.

### **Qualifications**

1. Experience with food services, such as through catering or a demonstrated love of cooking.
2. Maintain a current Food Handler's Certificate. The School will sponsor this training.
3. Proven management skills and the ability to train and effectively supervise others.
4. Ability to lead by example in a production capacity.
5. Ability to effectively and safely use kitchen food service equipment.
6. Ability to work with people at all levels of the organization, parents, volunteers and visitors; must have a customer service orientation.

### **Physical Requirements and Work Environment**

- Occasionally lift equipment and materials weighing 50 pounds or more.
- Crawl, climb ladders, twist, turn and reach in completing a variety of job duties.
- Work outside in hot or cold conditions for extended periods of time.
- Work in wide variety of environments as found in all areas of the school.
- Work in the extreme temperature and humidity conditions found in a food service kitchen.

### **Overview of School**

The San Francisco School is an independent school, pre-K through eighth grade, with a commitment to an inclusive community. Suitably characterized by one parent as an "urban school with a village atmosphere," The School embraces San Francisco's ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students learn to think like disciplinarians in a field, consider big and central ideas, and can find and develop their own passions. They graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

Interested candidates may apply by sending one document containing resume, three references and cover letter (including an indication of how you learned about this position) to:

[jobs@sfschool.org](mailto:jobs@sfschool.org) .

The San Francisco School

Attn: Food Services Associate

300 Gaven Street, SF, CA 94134

e-mail: [jobs@sfschool.org](mailto:jobs@sfschool.org)

Check out our website: [www.sfschool.org](http://www.sfschool.org)

The San Francisco School is committed to increasing staff diversity, both to reflect the high value SFS places on a multicultural understanding, and for the direct benefit of each student.