



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Food Service Assistant
Department: Sheriff's Office
Classification: Grade 1
Reports to: Food Service Coordinator
Supervises: No
Normal Business Hours: Varies
Telecommute: Not available
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for meal preparation for individuals within the jail facility. It also delivers all meals and ensures cleanup after each meal.

Communicates with:

Internally – All jail staff.

Externally – N/A.

Supervision:

N/A

Essential Work Functions:

- Daily inspection and cleaning of all surfaces in the kitchen.
- Safe preparation of meals.
- Handling, setup, and distribution of food for all allotted spaces.
- Monitoring and replenishing inventory.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires High School degree or GED.
- Two (2) years of experience is preferred.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Must have a working knowledge of kitchen equipment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)			X	
Challenging or threatening behaviors		X		
Hazardous physical conditions		X		
Hazardous materials			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____