

Job Safety Analysis (JSA)

Position Information

Position Title: **Food Service Assistant**

Department: School Nutrition Services

Prepared By: Risk Management Department, in cooperation with School Nutrition Services

Job Tasks, Hazards, and Controls

Job Task	Hazard	Control Measures
Cooking and preparing food according to recipes	Burns from hot surfaces, steam, or liquids cuts	Wear heat-resistant gloves and follow safe handling practices
Following food safety and sanitation protocols	Contamination risk, slips on wet surfaces	Use non-slip mats, wear gloves, clean spills immediately
Operating kitchen equipment (ovens, mixers, slicers)	Cuts, burns, entanglement, electrical hazards	Receive proper training, follow lockout/tagout and equipment guidelines
Cleaning and sanitizing equipment	Chemical exposure, slipping hazards	Use PPE including gloves and eye protection, label and store chemicals properly wear slip-resistant shoes
Serving food and using portioning tools	Repetitive strain, contact with hot items	Use ergonomic tools, rotate tasks, avoid overreaching
Cashiering duties	Strain from standing, repetitive motion injuries	Use anti-fatigue mats and proper posture techniques
Lifting food items and supplies	Back strain, dropping heavy loads	Use team lifting and proper body mechanics
Working in kitchen environment (heat, moisture, noise)	Heat exhaustion, dehydration, hearing stress	Hydrate regularly, take breaks, wear breathable uniforms

Emergency Considerations

- Fire or Electrical Hazard: Know location of fire extinguishers and emergency shutoffs.
- Burns or Cuts: Administer first aid, report to supervisor, and document the incident.
- Chemical Spill or Inhalation: Evacuate area, notify supervisor, consult SDS.
- Slips, Trips, or Falls: Assist injured person, secure area, and notify supervisor.

Personal Protective Equipment (PPE)

The following PPE is recommended or required:

- Non-slip shoes (required)
- Heat-resistant gloves (when handling hot pans or trays)
- Apron and hairnet (required in food prep areas)
- Disposable gloves (during food handling or cleaning)
- Eye protection (when using cleaning chemicals)