



Job Description – Food Service Worker

Department: Child Nutrition

Job Status: Full time

FLSA Status: Non-Exempt

Reports To: Food Service Manager/Principal

Pay Grade: 1

Working Days: 182

POSITION SUMMARY

Follows procedures for preparing and serving food in accordance with departmental and Child Nutrition regulations.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of kitchen equipment and food production procedures.
- Ability to understand and follow instructions with standardized recipes, food preparation and safety procedures.
- Ability to operate large and small kitchen equipment and tools.
- Ability to maintain personal appearance and hygiene.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Set up serving line for breakfast and lunch
- Accurately maintain the relevant paperwork (data log, exceeded credit limit, cash counter, bag and receipt book.
- Prepares salads and snacks following provided menu.
- Cashier children for breakfast and lunch, making sure those children are receiving their full meals.
- Report breakfast count to Manager using "Cash counter report".

- Help with washing pots, pans, dishes, utensils, and other cooking equipment.
- Report to work in a timely manner as per assigned work schedule.
- Attend all staff meetings and training as required by supervisor.
- Must be able to understand instructions and communicate in Basic English. Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Customer Oriented - Ability to take care of the customers' needs while following District's procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Other duties as assigned.

Education: High School Graduate or General Education Degree (GED)
Must have a valid food service handler certificate

Experience: Preferred previous experience

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT

Exposure to extreme hot and cold temperatures.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.