

**Food Service Worker
Job Description**

Purpose: The Food Service Worker assists with the cleaning and maintenance of kitchen facilities and food handling. To accomplish these tasks the Food Service Worker must work closely with the staff and administration of Derby Public Schools.

Responsible to: Food Service Supervisor, Central Kitchen Manager, and Food Service Coordinator.

Salary: Range G

Date: March 2015

Qualifications:

1. Three years experience in large-scale food preparation preferred.
2. Desire to continue career improvement.

Essential Functions

1. Knowledge, Skills and Abilities

- a. Assist in cleaning and maintaining kitchen facilities.
- b. Ensure that all activities conform to district guidelines.
- c. Ensure that all work is done in a timely manner as to meet schedules.
- d. Communicate effectively with all members of the school district and community.
- e. React to change productively and handle other tasks as assigned.
- f. Appropriately operate all equipment as required.
- g. Support the value of an education.
- h. Support the philosophy and mission of Derby Public Schools.
- i. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires prolonged sitting or standing.
- b. Requires frequent physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- c. Frequent stooping, bending and reaching.
- d. Must work in noisy and crowded environments.

General Responsibilities

1. Assist with transporting carts from the delivery trucks into the kitchen.
2. Unload delivery carts.
3. Properly store food returned from the schools.
4. Wash dishes returned from schools.
5. Stores clean dishes for use the next school day.
6. Wash transport carts.
7. Organize transport carts in preparation for use the following day.
8. Assist with laundry.
9. Maintain Hazard Analysis Critical Control Point (HACCP) logs.
10. Finalize cleaning of the central kitchen each day.
11. Sweep kitchen floor.
12. Assume responsibility for closing the building each school day and for determining that all kitchen doors are locked and lights are turned off.
13. Ensure that refrigerators, freezers and storage areas are locked at the end of day.
14. Maintain proper sanitary and safety practices.
15. See that district policies are observed at all times.
16. Keep abreast of new information, innovative ideas and techniques.
17. Maintain all required records.
18. Organize kitchen facilities, equipment, and food to improve efficiency.
19. Follow serving instructions as stated by the Central Kitchen Manager, Food Service Coordinator and Food Service Supervisor.
20. Adhere to all district health and safety policies.
21. Other duties as assigned by the administrative staff, appropriate supervisors and principals, which are consistent with the general requirements and qualifications of the position.