

Job Title: Food Service Worker**Wage/Hour Status:** non exempt**Reports to:** Food Service Manager**Pay Grade:** MT/PG 2**Dept/School:** Food Service Dept.**Date Revised:** August 2013

Superintendent's Signature: _____

PRIMARY PURPOSE:

Prepare and serve appropriate quantities of food to meet menu requirements.
Maintain high standards of quality in food production, sanitation, and safety practices.

QUALIFICATIONS:**Minimum Education/Certification:**

High School Diploma or GED, preferred
Food handler certificate as required

Special Knowledge/Skills:

Ability to understand food preparation and safety instructions
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic arithmetic operations

Minimum Experience: Previous experience in mass feeding operation**GENERAL RESPONSIBILITIES AND EXPECTATIONS**

1. Exhibits a positive attitude and serves as a positive role model for students and the community.
2. Works cooperatively and effectively with others. Maintains self control and uses common sense.
3. Reports to work on time and is absent only with good cause.
4. Exhibits good judgment and shows initiative in decision making and problem solving.
5. Complies with Federal and State laws and local policies/procedures.

6. Responds positively to supervision, suggestions and/ or directives. Uses evaluative feedback for improvement of performance.
7. Participates actively in personal and/ or professional growth and development.
8. Disseminates and shares ideas and information with other
9. Uses knowledge gained for improvement of performance.
10. Demonstrates fiscal responsibility and acts in an ethical and honest manner.
11. Effectively communicates with colleagues, students, and parents.

MAJOR RESPONSIBILITIES AND DUTIES

Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested, uniform recipes.
2. Serve food according to meal schedules, departmental policies, and procedures.
3. Practice and promote portion control and proper use of leftovers.
4. Follow approved storage and handling of food items and supplies. They maintain a clean and organized storage area.
5. Stock and store food items appropriately.
6. Push food carts that hold up to 60 pounds

Safety and Sanitation

1. Operate tools and equipment according to prescribed safety standards.
2. Follow established procedures to meet high standards of cleanliness, health, and safety.
3. Keep garbage collection containers and areas neat and sanitary.
4. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
5. Sweep and mop kitchen area.

6. Maintain personal appearance and hygiene.

Other

7. Handle and record cashier functions accurately, as assigned.
8. Maintain daily food preparation records, as assigned.
9. Heavy lifting as necessary, up to 40 pounds.
10. Promote teamwork and interaction with fellow staff members.
11. Perform other duties as assigned

EQUIPMENT USED

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, and food and utility cart.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying; moderate exposure to extreme hot and cold temperatures, exposure to some cleaning chemicals.

Supervisory Responsibilities:

None

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel

TERMS OF EMPLOYMENT

178 days; salary schedule recommended by the Superintendent and approved by the Board.

The foregoing statements describe the general purpose and responsibilities assigned his job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Employee Signature

Date