



Marquardt School District 15
Job Description

Title: FNS Substitute Food Service Employee

Qualifications:

- High School Diploma/GED, preferred
- Background and/or interest in food preparation and distribution
- Possess Food Handler Certification, or obtain one within 30 days of employment
- Proficient skills in Microsoft Office and Point of Sale Software
- Has English proficiency to effectively communicate both verbally and in writing
- Excellent communication, interpersonal, and leadership skills; and the ability to work cooperatively with a diverse population
- Possess good judgment, trustworthiness, and flexibility

Essential Job Functions:

- Reporting to and communicating effectively with Manager, Supervisor, and/or FNS Administration
- Attendance of professional development opportunities as needed to meet the USDA Professional Development requirements
- Communicating effectively with district personnel, students and parents
- Willingly takes direction and has ability to multitask
- Abiding by all state and federal laws applicable to the School Nutrition Program
- Ability to move and lift materials and supplies weighing 40 lbs.
- Demonstrates dependability and promptness

Duties and Responsibilities:

- To prepare, produce and serve foods in a safe and timely manner
- Use and knowledge of all food service equipment as applicable to your assigned school
- Serves all foods and monitors offer vs. serve program, meeting all School Meal Program guidelines
- Cashier duties, including using POS system and money handling, as required
- Use of standard food service sanitation and safety procedures (HACCP)
- Maintenance and cleaning of all kitchen areas and equipment
- Maintains and reorders food, supplies, and milk as needed.
- Additional duties as assigned by Manager, Supervisor or FNS Administration

Terms of Employment:

- Salary and work year to be established by the Board

Evaluation:

- Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Educational Support Personnel.