



**Marquardt School District 15  
Job Description**

**Title:** FNS Employee (Onsite & Satellite Kitchens)

**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:**

1. To prepare, produce and serve foods in a safe and timely manner
2. Use and knowledge of all food service equipment as applicable to your assigned school
3. Serves all foods and monitors offer vs. serve program, meeting all School Meal Program guidelines
4. Cashier duties, including using POS system and money handling, as required
5. Use of standard food service sanitation and safety procedures (HACCP)
6. Maintenance and cleaning of all kitchen areas and equipment
7. Maintains and reorders food, supplies, and milk as needed.
8. 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 the provisions of the Board's policy on the Evaluation of Educational Support Personnel.

Updated: March 2019