

Elmhurst CUSD 205 Job Description

Title: Food Server Cook

Department: Food Service **Category: 3**

Supervisor: Food Service manager or Food Service Director

FLSA Status: Non-exempt

Hours: 7:30am-1:30pm

Summary:

Food Service employees play an essential role in supporting the health, nutrition, and well-being of students by preparing and serving nutritious meals in a safe, efficient, and customer-focused manner. Employees are expected to follow established guidelines, and food safety regulations while maintaining high standards of cleanliness and sanitation in all kitchen and dining areas.

Food Service employees work collaboratively as part of the school's food service team to ensure timely meal service, positive interactions with students and staff, and compliance with district, state, and federal requirements. Reliability, attention to detail, and a commitment to providing excellent service to students are key expectations for all food service employees.

Essential Duties and Responsibilities:

- Demonstrate proficiency in essential kitchen skills, including food preparation, knife handling, use of ovens, and operation of commercial kitchen equipment.
- Maintain all required food safety, health, and sanitation certifications.
- Prepare and cook meals in accordance with standardized recipes and **National School Lunch Program (NSLP)** guidelines.
- Accurately maintain required **NSLP production records and documentation.**
- Prepare meals efficiently for large groups while maintaining quality and portion control.
- Ensure all food preparation and handling meet established food safety and sanitation standards.

- Monitor and maintain food quality, temperature control, and proper storage procedures.
 - Follow procedures related to **food allergies and special dietary restrictions**.
 - Maintain a clean, organized, and sanitary kitchen and food service area at all times.
 - Safely use approved cleaning chemicals and follow proper sanitation procedures.
 - Stand and work for extended periods of time in a fast-paced kitchen environment.
 - Assist at multiple cafeteria stations as needed to support daily operations.
 - Participate in team operations and collaborate with other cafeteria staff.
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- Attend unit meetings, service training, and other required events to stay informed and maintain job competency.
 - Perform additional duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities. (Supervision refers to other employees, not students)

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Uses intuition and experience to complement data.
- **Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; strives to continuously build knowledge and skills.
- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Use of Technology** - Demonstrates required skills.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance.
- **Communications** - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed.
- **Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to coworkers; works cooperatively in group situations; works actively to resolve conflicts.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests.
- **Conflict Resolution** - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- **Impact & Influence** - Uses authority appropriately to accomplish goals.
- **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- **Strategic Thinking** - Identifies external threats and opportunities; adapts strategy to changing conditions.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Achievement Focus** - Measures self against standard of excellence.
- **Personal Appearance** - Dresses appropriately for position; keeps self well groomed.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.
- **Initiative** - Volunteers readily; asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; generates suggestions for improving work.

- **Judgement** - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- **Planning/Organizing** - Uses time efficiently.
- **Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Gmail Contact Management systems and Aesop Human Resource systems.

Certificates, Licenses, Registrations

Food Safe Certifications, Allergy Certification

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.