

*Oxford*  
SCHOOL DISTRICT



<b>Job Description:</b>	Food Service Worker	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Child Nutrition	<b>Code:</b>	
<b>Location:</b>	Various Locations	<b>Reports to:</b>	Cafeteria Manager
<b>Position Type:</b>	Full Time (184 Days)	<b>Version:</b>	
<p><b>Description of Position:</b> A food service workers assist in preparing and serving a wide variety of different foods. They may assemble simple dishes, handle specific parts of a process, or cook large quantities of a certain food. Generally speaking, the job requires operating food preparation equipment and machinery, such as fryers, stoves, mixers, freezers, or choppers. Food service employees may also be responsible for inventorying foodstuffs, serving customers, or cleaning the preparation area.</p>			
<p><b>Essential Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Stocking and rotating food supplies and non-food products</li> <li>• Cold and hot food preparation including cooking, steaming, and baking</li> <li>• Customer food service to students, staff, faculty, parents, and guests</li> <li>• Cash handling and cashier operations</li> <li>• Cleaning, mopping, sanitation, and trash removal of the kitchen and dining room</li> <li>• Assisting with myriad duties, including taking inventory, checking in trucks, and food/supplies breakouts</li> <li>• Other duties as assigned by the manager and assistant manager</li> </ul>			
<p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• High school diploma</li> <li>• Pass a criminal background check and a drug screening</li> <li>• Must be physically fit and able to stand for 7 continuous hours</li> <li>• Must obtain ServSafe Certificate within first 6 months of employment</li> <li>• A criminal background check is required for hire</li> <li>• Offer contingent upon passing post offer physical</li> </ul>			
<p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to stay on task and explicitly follow directions</li> <li>• Reliability and a strong work ethic</li> <li>• Experience in the food service or fast food business would be helpful</li> <li>• Job may require the lifting of up to 40 pounds and working in temperatures as low as zero degrees</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

**Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor. As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

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(Signature)

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(Date)

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