

ANTHONY WAYNE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE WORKER**

File 803

Reports to: Cook and/or Food Service Director

Job Objective: Performs a variety of duties that support the effective delivery of quality food services.

Minimum · High school diploma.

Qualifications: · Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
· A record free of criminal violations that would prohibit public school employment.
· Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
· Ability to establish working relationships with co-workers and function as part of a cohesive team.
· Commitment to keep current with workplace innovations that enhance personal productivity.
· Ability to interact comfortably and confidently with the public.
· Ability to prepare standardized recipes using commercial kitchen equipment.
· Ability to comply with nutrition, health, and safety laws/regulations.
· Ability to accurately measure, weigh, and adjust recipe ingredients.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation questions to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Prepares/cooks food as directed. Complies with district specifications and mandated food service regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.).
- Cross-trains with other staff as directed. Assists with unexpected/urgent situations as needed.
- Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.
- Performs cashier duties. Prepares the cash register or point of sale (POS) system before the lunch period starts. Ensures that money is exchanged correctly. Does not leave cash unattended.
- Uses the list provided by the food service supervisor to verify free and reduced-cost meals.
- Accounts for all lunches. Accepts charges following district guidelines. Prepares a separate record of charges collected. Records unpaid charges at the end of each day.
- Counts/wraps money. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Follows established sanitization procedures to properly wash dishes in three compartment sink. Washes all cookware (e.g., pots, pans, trays, cutlery etc.).
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Stores leftover food, kitchen supplies, and equipment. Secures storage areas as directed.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Helps prepare for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.

- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.