AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST FOOD SERVICE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**FS 1**	DUTY DAYS:	**195**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS

This position requires the ability to understand written and verbal food preparation and safety instructions. Incumbent must complete the Food Service Specialist Checklist. Incumbent must score at least 80% on the Food Service Specialist Assessment. The incumbent must maintain a valid Food Handler Certification and renew every two (2) years. Education requirements are not specified.

SKILL REQUIREMENTS

This position requires the ability to follow oral and written instructions, and have basic reading, writing and math skills. Incumbent must be able to understand operations, safe work procedures, and how to clean kitchen, equipment, and small wares. Incumbent must accurately operate Point of Sale (POS) on all lines and complete associated paperwork. Incumbent must be able to print recipes and technician worksheets. Incumbent must demonstrate understanding and competency of material taught during training.

JOB PURPOSE AND RESPONSIBILITY

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. This position is responsible for reading recipes and production records. Incumbent prepares menu items, as assigned, independently or as part of a group. Assists in teaching and training of Food Service substitute employees. Incumbent sets up and serves meals and snacks. Incumbent operates POS during meal sessions and is able to record leftovers. Incumbent may be asked to assist with production records, placing orders and recording monthly inventory on the computer. Incumbent cleans the kitchen, equipment and small wares during and following meal services. This position provides and promotes good customer service and public relations; contributes to the overall mission and quality of the operation; and promotes all initiatives and procedures of the Department. This role will be responsible for implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, and energy and water conservation.

ESSENTIAL FUNCTIONS

- Consistently prepare high quality food independently through following recipes and practicing sound cooking methods. Accurately record information on food production records.
- Serve on the serving line in compliance with USDA Child Nutrition Regulations. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
- Replenish and expedite the serving line.
- Practice and promote time and motion saving techniques and include proper food cost economy, storage, proper utilization of leftovers and portion control.
- Practice expert sanitation and above average knowledge of HACCP practices and principles by recording information on temperature logs, calibrating thermometers and ensuring daily compliance with all state and local health and sanitation codes.

- Operate the dish machine and sanitize the dish room area.
- Safely operate and thoroughly clean and sanitize all kitchen equipment and areas.
- Properly clean, restock, and rotate stock in all food and non-food storage areas and accurately assist with inventory.
- Rotate on all service and clean up duties, including sweeping and mopping the kitchen and related storage areas and assist with putting away grocery items.
- Accurately operate POS on all cafeteria lines in compliance with Child Nutrition Regulations. Open and close meal sessions, count money, and complete related records.
- Demonstrate exemplary safety procedures and techniques and promote safety awareness among all employees.
- This role will be responsible for implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, and energy and water conservation.
- Assist the Manager with teaching and training Food Service substitute employees.
- Expand healthy food access and provides education to students about nutrition, cultural foodways and the food system.
- Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
- Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.
- Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Maintain daily food preparation records.
- Promote teamwork and interaction with fellow staff members.
- Complete annual continuing education requirements.
- Follow district safety protocols and emergency procedures.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent will travel around the district to work where needed.

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. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds). Seek help or utilize a cart for items greater than 25 pounds.

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department. At the Food Service Manager's request, incumbent may be supervised by a Food Service Manager in Training and may receive some work direction from other Food Service Specialists and Food Service Lead Specialists. Incumbent will have regular contact with other Food Service Specialists, Food Service Lead Specialists, Food Service Managers in Training, Food Service Managers, Supervisors, students and other AISD personnel.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	