

**BERMUDIAN SPRINGS SCHOOL DISTRICT**  
**York Springs, PA 17372-8807**

**POSITION DESCRIPTION**  
**Food Service Employee**

**Position Duration:**

The position is an ongoing appointment.

**Qualifications:**

The individual(s) selected for the position will have the necessary talent and skills to maintain and improve the operations of the school district. The administration and the Board will always select the individual who is best suited for the program and who can carry out their role in keeping with the mission and vision of the school district. The candidate will possess the required clearances.

Educational Qualifications

Possess a minimum of a high school diploma or equivalent with knowledge of the processes and procedures of a food service operation within an educational institution.

Personal Qualifications

- Present a clean, neat and well-groomed appearance
- Be able to perform effectively in a collaborate team environment
- Be capable of maintaining confidentiality in regard to school matters and student information
- Be able to effectively communicate with all district stakeholder groups
- Exhibit a sense of loyalty to the school district and to one's immediate supervisor
- Be able to perform in an environment with frequent interruptions
- Possess a sound knowledge of basic food preparation
- Be able to read and understand recipes
- Demonstrate a willingness to embrace change in order to move the organization in positive steps forward

**Organizational Relationship:**

The Food Service Employee will be directly responsible to the Head Cook, Food Service Director and the Building Principal

**Duties and Responsibilities:**

- To follow local, state and federal regulations in regard to the National School Lunch Program
- To assist with the preparation and serving of food
- To assist with the clean-up activities following the lunch periods both in the kitchen and in the serving/lunch room areas
- To assist with the stocking of inventory items as well as with the preparation of inventory reports
- To assist with the thorough annual housecleaning of the food service areas
- To perform other duties relating to the position of Food Service Employee as requested by supervisor

**Program and Staff Evaluation:**

The position of Food Service Employee will be evaluated annually by the Food Service Director and Building Principal

*Revised Fall 2009*

*Admin drive – position descriptions non-certified*

