



## Job Description

**Job Title:** General Worker  
**Department:** Food Service  
**Reports To:** Operations Manager and Food Service Director  
**FLSA Status:** Nonexempt

### **General Statement of Duties**

The fundamental reason this classification exists is to assist with the daily functions of the Food Service program. The Food Service General Worker assists with duties such as preparing meals, serving safe, nutritionally-regulated meals to students, and maintaining a clean work area.

### **Essential Duties and Responsibilities**

- Strive to support the district's mission, instructional goals, and objectives
- Assist in preparation of various food items in a timely manner.
- Serve meals to the students. Ensure accurate portion control of food items and record food amounts used on production sheets.
- Operate machinery and equipment essential to Food Services in a safe manner. Inspect equipment for cleanliness and proper functional operation. Inform Site Manager or Operations Manager if repairs are necessary.
- Keep work and dining area clean and sanitary. Areas include, but are not limited to: refrigerator, freezer, milk cooler, cooking, serving and dishwashing areas, and other related areas.
- Assist with delivery items and ensure their accuracy. Place items into the proper storage area. Assist in maintaining order in the storage areas.
- Ensure that professional language is used at all times in the workplace.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Work directly with highly sensitive personnel and student information. Maintain confidentiality of work related information.
- Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other related duties and functions as assigned.

### **Minimum 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.

### **Education and Experience**

- High school diploma or general education degree (GED).
- Experience in food service or commercial operations preferred; an equivalent combination of experience and/or education may be acceptable to the hiring authority.

### **Skills and Abilities**

- Read and comprehend simple instructions, safety procedures, short correspondence, and memos.
- Write simple correspondence.
- Effectively present information in one-on-one and small group situations.
- Use basic math skills.
- Carry out detailed but uninvolved written or verbal instructions.
- Deal with problems in standardized situations.

### **Certificates, Licenses, Examinations**

- Successful completion of written tests and/or verbal interviews.
- Provide evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions 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 reach with hands and arms, use hands to handle various materials and tools, or to operate equipment.
- The employee is regularly required to stand, and occasionally to stoop, kneel, climb, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds.
- The employee is occasionally exposed to fumes or airborne particles.
- The employee is subject to work overtime if the situation arises which requires immediate attention with approval by the Food Service Director.
- The noise level in the work environment varies.

### **Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.

\_\_\_\_\_  
**Date Approved**

\_\_\_\_\_  
**Food Service Director**

\_\_\_\_\_  
**Superintendent of Schools**

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**