

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Food Service Worker
Pay Schedule: Food Service Worker Scale
FLSA Status: Non-Exempt
Reports to: Principal and Food Service Manager

JOB SUMMARY

With supervision the food service worker will participate in the preparation, service, and cleanup of meals served to students and adults.

ESSENTIAL JOB FUNCTIONS

- Prepare and serve food and beverages to students and adults efficiently, courteously, and rapidly.
- Money handling using an automated cashiering system.
- Maintain high standards in use and cleanliness of the utensils and equipment in the kitchen following Food Service Policies and Procedures.
- Maintain safe work environment.
- Lift bulk weight of up to 55 pounds, stand for extended periods of time and tolerate extreme temperatures typical in a commercial kitchen.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- A high school diploma or its equivalency is preferred.
- Must be able to read, understand, and follow directions for recipes, work schedules, and operating manuals for equipment usage.
- Basic computer skills
- Must demonstrate outstanding human relations skills.

WORKING CONDITIONS

Light Work/ Occasional Heavy Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasional heavy objects and materials (up to 55 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

This job description is not exhaustive and may be changed or supplemented without notice.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees)
- Food Service Managers **only** - Health, Dental, and Vision Insurance (Single and Family), Life Insurance
- Food Service certification salary add-on, if applicable
- Overtime eligible in excess of 40 hours
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – [Food Service Worker Scale](#)

Placement on the salary scale is determined in accordance with the salary placement procedures of Carroll County Public Schools and is based on verified education and relevant experience. Final placement is subject to review and approval by the Human Resources Department.

Carroll County Public Schools has the right to revise this position description at any time and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ernesto Diaz
Director of Human Resources
125 North Court Street
Westminster, Maryland 21157
(410) 751-3078

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