

## CESHIRE FOOD & NUTRITION SERVICES

### Job Description

#### TITLE

Food Services Employee/Staff Member

#### REPORTS TO

Food Services Manager; Director of Food & Nutrition Services

#### MINIMUM QUALIFICATIONS

1. High School diploma or equivalent.
2. Ability to successfully complete the performance responsibilities of the position.
3. Knowledge of routine duties related to the storage, preparation and serving of food, including cleaning of the kitchen area and cooking equipment.
4. Able to understand written/electronic material, rules, regulations, and apply the material to the position.
5. Customer Service is a major component to ensure that all of students/families/staff of Cheshire Public Schools are welcomed in a friendly, courteous and positive manner with a smile 😊

#### JOB SUMMARY

The duties of this position include those of food preparation, serving and storage as well as following all safety/sanitation procedures. Assist in overall day to day operations of the Food & Nutrition Services Program. Performing all the duties directed by the manager and Director of Food & Nutrition Services in order to operate a successful school cafeteria.

#### PERFORMANCE DUTIES & RESPONSIBILITIES

Included but not limited to the following:

1. Assists in preparation, cooking and serving of food and supplies to all customers according to department standards.
2. Serves and cooks food as directed by the manager to meet the recipe/menu specifications.
3. Assists in the supervision of the children in the serving line.
4. Cleans kitchen as needed/directed.
5. Washes pots, pans and other utensils by hand using correct manual dishwashing techniques. Cleans and sanitizes all prep work station tables and serving line areas and equipment.
6. Performs cashiering duties on a point of sale system. Including handling of cash and checks as instructed by department cash handling standards.
7. Support in ordering, inventory, receiving and storing of food and supplies according to all department and HACCP standards.
8. Restocking any and all items needed during meal service and in preparation for the next meal service.
9. Maintains and follows established departmental and district policies, procedures, objectives, quality assurance program, and health and safety standards, and HACCP standards.

10. Understanding and filling out all required documentation necessary for school meals programs including but not limited to production records, inventory, cash handling and HACCP.
11. Follow all safety and sanitation procedures at all times.
12. Encourages and facilitates cooperation, pride, and trust in working with others to achieve goals.
13. Assists with training and orientation of new staff as well as cross training any existing staff of job tasks and procedures in the school and department.
14. Knowledge of what consists of a reimbursable meal for breakfast and lunch.
15. Aids in receiving, storing and serving food as directed by the manager.
16. Availability for additional training and/or catering outside of assigned hours per day and required for your position and required by USDA.
17. Ability to fill out all electronic and paper documents required for your position including but not limited to requests for time off in frontline, Vector Online Training, reimbursement forms, mileage etc.
18. Performs any other duties as assigned or requested by manager or director.

#### PHYSICAL DEMANDS:

- a. Standing: (Continuous) remain standing on one's feet on hard surfaces.
- b. Walking: (Frequent) moving from area to area.
- c. Lifting: (Frequent) Raising or lowering and objects up to 50 lbs.
- d. Pushing/Pulling (Frequent) Exerting force upon an object to move that object to the desired location.
- e. Crouching/Squatting: (Frequent) to access food and materials from floor to waist level or counter.
- f. Carrying: (Frequent) transporting an object up to 50 lbs. by hand, arm, or shoulder. Items can be from storage to area to cart or from cart to prep table.
- g. Climbing: (Occasional) Stairs and footstools and storeroom ladders
- h. Reaching: (Frequent) extending the hands and arms in any direction.
- i. Coordination and Balance: Using Eye/Hand/foot coordination to balance.
- j. Grasping/Handling: (Continuous) seizing, holding, grasping, or otherwise working with one's hands.
- k. Bending: (Frequent) picking up items, washing pots and pans, etc.
- l. Exposure to Extreme Temperatures: (Occasional): Freezer, Cooler, Ovens, steam table, etc.

Occasional: 6-33% of the time

Frequent: 34 – 66% of the time

Continuous: 67% - 100%

#### EVALUATION:

Annually by the Director of Food & Nutrition with Input from the Kitchen Manager.

**This is a general listing of duties sufficient to provide an overview of the position. It is not meant to be a complete or comprehensive listing of all duties for which the general worker is responsible for.**