



## Crete-Monee School District

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### JOB DESCRIPTION

#### **TITLE: Food Service Employee**

##### **Purpose Statement**

The food service worker in a school setting plays a crucial role in providing nutritious meals and maintaining a clean and safe food service environment for students and staff. The worker is responsible for ensuring efficient food preparation, serving meals, and promoting healthy eating habits among students.

##### **Reports To**

Food Service Manager

##### **Essential Functions**

###### Food Preparation:

- Prepare and assemble food items according to standardized recipes and portion sizes.
- Follow proper food handling and safety procedures to maintain food quality and prevent foodborne illnesses.
- Adhere to dietary restrictions and special dietary needs of students, such as allergies or medical conditions.

###### Meal Service:

- Serve meals to students and staff in a courteous and efficient manner.
- Maintain a clean and organized serving area, ensuring an appealing and welcoming dining experience.
- Monitor food inventory and notify supervisors of any shortages or discrepancies.

###### Sanitation and Cleaning:

- Maintain cleanliness and sanitation standards in food preparation and serving areas.
- Clean and sanitize kitchen equipment, utensils, and dishes regularly.
- Follow established cleaning schedules and guidelines to ensure a safe and hygienic food service environment.

###### Compliance and Safety:

- Follow all local health and safety regulations, including proper handling of chemicals, equipment, and food storage.
- Adhere to school district policies and procedures related to food service operations.
- Report any safety concerns, accidents, or incidents to the appropriate supervisor.

###### Customer Service and Communication:

- Provide friendly and professional customer service to students, staff, and visitors.
- Communicate effectively with students and staff regarding menu options, dietary restrictions, and meal-related inquiries.
- Collaborate with school staff, including teachers and administrators, to address specific dietary needs or concerns.

###### Record-Keeping and Documentation:

- Maintain accurate records of meals served, inventory, and temperature logs.

- Assist with documenting and reporting any food-related incidents, such as food allergies or illness outbreaks.
- Follow established procedures for tracking and documenting free and reduced-price meals for eligible students.

### **Job Responsibilities**

- Assists in preparation of food products in all departments.
- Follows portioning as directed by supervisor and production sheets.
- Keeps Food Service production, storage, and service areas clean which includes washing utensils and equipment.
- Maintains cheerful disposition for atmosphere most conducive for high participation.
- Maintains clean, orderly work station and partially responsible for clean, sanitary atmosphere or food preparation and serving areas.
- Maintains high quality standards and informs supervisor of possible deficiencies.
- Performs other tasks as delegated by school Food Service supervisor.
- Portions food in serving pieces.
- Prepares all meal items under direction of Food Service manager.
- Regularly works in serving and direct student contact areas.
- Serves students as quickly as possible for more efficient service.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

- High school diploma or equivalent.
- Food handling and safety certification, as required by local health regulations.
- Knowledge of basic food preparation and sanitation practices.
- Ability to follow recipes, portion sizes, and dietary guidelines.
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills to interact with students, staff, and parents.
- Physical stamina and ability to stand for long periods, lift heavy objects, and perform repetitive tasks.
- Flexibility to adapt to changing work schedules or duties as required in a school setting.
- Ability to work collaboratively in a team environment.
- Previous experience in food service, preferably in a school or institutional setting, is a plus.

### **Terms of Employment**

Days as determined by the school calendar.

### **Evaluation**

Performance of this job will be evaluated by the Food Service Director in accordance with established procedures.