

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **FOOD SERVICE WORKER (FSW) – PART TIME**

QUALIFICATIONS: A level of education necessary for reading, following, or completing written food menus, work schedules, and filling out safety/tracking documents. Prior experience in food or customer service desired but not mandatory.

REPORTS TO: Cafeteria Manager

SUPERVISES: None

JOB GOAL: A FSW prepares and serves meals to students and guests that are safe, attractive, and nutritious.

PERFORMANCE RESPONSIBILITIES:

1. Prepare menu items according to written and oral instructions.
2. Serve food to students and guests during any/all meal periods in a friendly and engaging manner.
3. Assist in cleaning all front and back of the house equipment, furniture, fixtures, floors, throughout the workday.
4. Exhibit courtesy and understanding to staff and customers.
5. Monitor food and equipment temperatures at all times.
6. Perform all duties required by VA Health Department, USDA, DOE and all in-house regulations. Document any and all times/temp/numbers as required by said agencies.
7. Perform other related tasks as assigned or required.

PHYSICAL REQUIREMENTS:

Involves physical tasks including lifting up to 25lbs., stooping, pulling, pushing and bending. Long periods of time standing and exposure to extreme hot or cold are considered normal for the industry. Duties may include operation of computers, registers, and commercial kitchen equipment.

TERMS OF EMPLOYMENT:

Schedule set by Food Service Director. Cafeteria Worker Pay Scale

EVALUATION: Performances of this job will be evaluated in accordance with provision of the School Board's policy on Evaluation of Personnel.