



TITLE: FOOD SERVICE SPECIALIST

FLSA: Non-Exempt Classified

Salary Range: 6

PURPOSE: Provides specialized assistance for district food service operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages elementary school kitchens and assist kitchen managers, as assigned, in accord with federal, state, and district standards and procedures.
- Assists Food Service Program Manager by testing, adapting, and creating new recipes that meet the needs of the district food service program and encourages student participation.
- Implement food service accounting system accurately and efficiently in accord with district standards and procedures.
- Serves as lead worker to other classified staff, as assigned, in a manner that promotes team development and effective work.
- Supervises students outside the classroom, as assigned, to support the district's discipline and instructional programs.
- Provides standard first aid, as defined by the American Red Cross, in a competent and compassionate manner.
- Provides other related services as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS:

- Intermediate level of knowledge of institutional food-preparation techniques, including ability to operate institutional food preparation equipment.
- Knowledge of state nutritional and sanitary guidelines applicable to school food service programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to independently plan, organize, and carry out work assignments, and to plan and direct the work of assigned staff or students.
- Demonstrate computer and accounting skills consistent with the level of responsibility of food service specialists.
- Hold a current food handler's card.



Corvallis SCHOOL DISTRICT

- Ability to understand and implement the school/program's student discipline policy and to manage student behavior effectively outside a classroom setting.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS: The physical demands 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 talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The usual hazards associated with cooking equipment, such as hot stoves, steam cookers, and cutting devices continually is present. Work also involves exposure to cold while in the kitchen freezer and cooler.

The employee regularly lifts of a variety of items ranging up to 40 pounds in weight, and frequently pushes items ranging up to 100 pounds. With assistance occasional lifting of 50 pounds and occasional climbing on a stool or ladder is also required. The employee must be able to stand for prolonged periods.

Successful applicants for employment will be required to complete a pre-employment physical examination process to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could be usually moderate to occasionally high.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

FOOD SERVICE SPECIALIST



Corvallis
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ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature