



Evanston/Skokie School District 65 Job Description

Evanston/Skokie School District 65 is Committed to equitable outcomes for all children, racial equity, restorative justice practices, innovative learning, collaborative teaming, and building community.

Title: Food Service Personnel I (Family Center)

Reports to: Family Center Managing Director

POSITION SUMMARY:

The job of Food Service Worker (Family Center) is done for the purpose/s of adhering to the guidelines of the Early Head Start Performance Standards in the education plan, in conjunction with Illinois Birth to Three Standards, and DCFS Licensing Standards for Childcare programs, as well as the District 65 Evanston Early Learning Standards.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Evaluates prepared food for flavor, appearance, and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Implements menu plans for the purpose of meeting student's mandated daily nutritional requirements.
- Prepares high quality nutritional food (e.g. breakfast, snack, field trips, etc.) for the purpose of ensuring that children are served in compliance with required regulations and established guidelines.
- Provide Nutrition workshops for Early Start and Early Head families
- Contribution monthly to the Center's newsletter
- Assist with providing food related support for Center events
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Fosters positive, productive, friendly working relationships with a wide diversity of individuals (e.g. center facilitator, staff, parents, students, etc.) for the purpose of providing efficient, high quality customer service.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains receipts and invoices for the purpose of completing and documenting transactions.
- Maintains and cleans equipment, carts, dishes, pots, pans, utensils, and storage, food preparation and serving areas for the purpose of complying with current health standards.

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- Manages assigned site operations (e.g. create menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service operations (e.g. kitchen equipment, dishes, trays, utensils, etc.) for the purpose of ensuring a safe, clean, and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Operates a successful food service program that meets the needs of the programs served for the purpose of high customer satisfaction results.
- Orders food, equipment, and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Participates in department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Completes and maintains a variety of documentation (e.g. refrigerator and freezer logs, hot and cold temperature logs, substitution logs, kitchen cleaning logs, milk logs, out of the kitchen logs, out of storage logs, CACFP personnel activity report, cleaning, and sanitation logs, inventory check and reconciliations, container inventory reconciliation, repair reports, etc.) for the purpose of providing written support and/or conveying information.
- Responds to inquiries of families, staff, and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of families, physicians, or school personnel.
- Stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items.
- Performs any other duties as assigned.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Adaptability: Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.

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Attendance & Punctuality: Schedules time off in advance. Begins working on time. Keeps absences within guidelines. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.

Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution: Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.

Initiative: Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.

Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education:

High School diploma required

Associate degree in Health and Nutrition preferred

Experience:

Food Service experience preferred

Certificates/Licenses/Registrations:

State approved Food Handler Certificate

Language Skills:

1. Reads and interprets documents such as safety rules, operating and maintenance instruction, and procedure manuals. Writes routine reports and correspondence. Speaks effectively before groups of individuals.

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Mathematical Skills:

1. Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, and percent and draws and interprets bar graphs.

Reasoning Ability:

1. Solves practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Microsoft Office, Google Drive

PHYSICAL DEMANDS:

Physical Activities:

Standing	Bending	Tasting/Smelling
Walking	Handling	Near Acuity
Sitting	Keyboarding	Far Acuity
Climbing	Fingering	Depth
Balancing	Talking	
Kneeling	Hearing	

Lifting Demands:

Up to 35 pounds

Reaching Activities:

Both dominant and non-dominant hand
Overhead

Environmental Conditions:

Noise Intensity 3 moderate
Work with cleaning chemicals; wear eye protection

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

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NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

FLSA Status: *Non-Exempt*

Salary Schedule: *NA*

Bargaining Unit: *NA*

Approved Date: *9/11/2020*