



TROTWOOD-MADISON CITY SCHOOL DISTRICT



JOB DESCRIPTION

Food Service Worker

Salary Schedule: Schedule L: Column II	Work Calendar: 187 days	Daily Work Hours: As assigned
Status: Full-Time, Bargaining, Classified, SERS	FLSA Status: Non-Exempt	Supervisor: Student Nutrition Services Supervisor/Food Service Manager

Job Objective:

To provide non-academic support which ensures opportunity and access to each and every student through the preparation and service of nutritious, enjoyable meals in a sanitary and orderly kitchen.

Minimum Qualifications:

High school diploma or GED.

Documentation of a clear criminal record.

Food production skills and the ability to use commercial kitchen equipment preferred.

Ability to comply with nutrition, health, and safety regulations.

Ability to apply basic mathematical concepts.

Responsibilities and Essential Functions of the Position:

1. Check with the supervisor of food services and/or food service manager for assignments and/or instructions. Carefully follow all directions. Seek advice when expectations are unclear.
2. Demonstrate professionalism.
 - Uphold board policies, follow administrative procedures, and comply with the Employee Code of Conduct.
 - Uphold computer technology acceptable use policies.
 - Promote a favorable image of the school district and the food service department.
 - Respect personal privacy. Maintain the confidentiality of privileged information.
 - Keep current and share knowledge about advances in equipment technology.
 - Participate in staff meetings and professional growth opportunities as directed.
 - Accept personal responsibility for decisions and conduct.
 - Wear appropriate work attire and maintain a professional appearance.
 - Strive to develop rapport and serve as a positive role model for others.
3. Assist with deliveries.
 - Verify quantities.
 - Report shortages, spoilage, or inferior products.
 - Organize, store, date, and rotate stock as directed.
4. Clean equipment and work areas according to district Standard Operating Procedures.
 - Wash, rinse, sanitize, and air-dry equipment and food preparation areas before and after use.

- Wash, rinse, sanitize, and air-dry dishes, cutlery, cooking utensils, etc. Monitor the water temperature to ensure proper sanitization. Properly store all items.
 - Mop floors.
5. Follow the published menus and production sheets.
- Comply with all food preparation, storage, and disposal regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
 - Use standardized recipes to maintain quality control.
 - Follow production sheets to determine the amount of food to prepare.
 - Responsibly use products and supplies to control costs and reduce waste. Advise the food service manager about the need for additional inventory.
 - Recommend menu modifications in response to customer requests.
 - Prepare special meals for students with dietary restrictions.
 - Help other staff as needed to meet established schedules.
6. Provide excellent customer service.
- Set up serving lines. Present food in an attractive way.
 - Replenish supplies to maintain an orderly flow of service.
 - Follow portion size guidance to ensure compliance with district specifications.
 - Promptly provide substitute menu items as needed.
 - Strive to develop a positive rapport with students and staff.
 - Assist with special district events as directed.
 - Assist rental groups as directed. Secure the kitchen and storage areas as directed.
 - Perform other specific job-related duties as directed.
7. Promote kitchen safety.
- Ensure that kitchen supplies and equipment are properly stored.
 - Identify maintenance needs and notify the kitchen manager.
 - Promptly document all personal job-related injuries that require a medical referral.
 - Take precautions to ensure staff and student safety. Report unauthorized persons or suspicious circumstances immediately.
 - Report evidence of suspected child abuse as required by law.
 - Report student discipline problems, vandalism, and other related concerns.
 - Learn how to operate the fire suppression system.
 - Help prepare for fire, health, and safety inspections.

Ability Requirements:

Demonstrate professionalism and maintain a positive work attitude.

Take the initiative to identify and solve problems independently.

Effectively use verbal, nonverbal, writing, and listening skills.

Verify and correctly enter data. Complete detailed paperwork accurately and punctually.

Work cooperatively to support a successful team effort.

Avert problem situations and strive to resolve conflicts.

React productively to interruptions and changing conditions.

Perform repetitive tasks quickly.

Distinguish variances in color, texture, aroma, and taste.

Maintain an acceptable attendance record and be punctual.

Travel to meetings and work assignments.
Actively pursue and participate in professional growth and development.

Working Conditions:

Potential for exposure to bloodborne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.
Exposure to wet floors, kitchen temperatures, vapors, and odors.
Exposure to loud noises and equipment vibrations.
Exposure to adverse weather conditions and seasonal temperature extremes.
Duties require operating kitchen equipment and exposure to electrical hazards.
Duties require working under time constraints to meet deadlines.
Duties may require wearing protective clothing and using safety equipment.
Duties may require lifting, carrying, or moving work-related supplies/equipment.
Duties may require standing, reaching, bending, crouching, and/or kneeling.
Duties require operating and/or riding in a vehicle.
Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job Performance is evaluated in accordance with the policies adopted by the Trotwood-Madison City Schools Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The responsibilities, essential functions, and requirements listed above are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions of the position.

Trotwood-Madison City Schools is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and district needs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

By signing this job description, I am signing that I understand the requirements/expectations for my position.

Food Service Worker

Date