

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	HOURLY EMPLOYEE	File 536
Reports to:	Food Service Supervisor	
Job Objectives:	Prepares and serves meals. Maintains high standards to ensure quality services and customer satisfaction. Maintains a sanitary and orderly kitchen.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· Food production skills and the ability to use commercial kitchen equipment.· Ability to comply with nutrition, health, and safety regulations.· Ability to apply basic mathematical concepts.· Agrees to be trained on the operation of all kitchen equipment.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Checks with the assigned manager for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Carefully uses products and supplies to control costs and reduce waste. Advises the manager about the need for additional inventory.· Assists with deliveries. Verifies quantities. Reports shortages, spoilage, or inferior products. Organizes, stores, dates, and rotates stock as directed.· Follows the published menus. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).· Uses standardized recipes to maintain quality control. Monitors production sheets. Helps other staff as needed to meet established schedules.· Recommends menu modifications in response to customer requests.· Prepares special meals for students with dietary restrictions.· Sets up serving lines. Presents food in an attractive way. Replenishes supplies to maintain an orderly flow of customers. Monitors portion size to ensure compliance with district specifications. Promptly provides substitute menu items as needed.· Properly stores or disposes of leftover food.· Helps account for all lunches.· Maintains accurate records and submits reports on time.· Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the manager.· Promptly documents all personal injuries that require a medical referral.· Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).· Is prepared to operate fire and/or safety equipment during an emergency.· Helps prepare for fire, health, and safety inspections.· Wears appropriate work attire and maintains a neat appearance.· Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.· Assists rental groups as directed by supervisor. Secures the kitchen and storage areas as directed.	

- Reports student discipline problems, vandalism, or other related concerns to the building principal.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Carries out prescribed activities efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies and equipment. Performs repetitive tasks quickly.
- Distinguishes variances in color, texture, aroma, and taste.
- Performs activities that may require lifting, reaching, crouching, kneeling, and/or crawling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require operating and/or riding in a vehicle.
- Exposure to wet floors and kitchen temperatures.
- Exposure to loud noises and equipment vibrations.
- Duties require operating kitchen equipment and exposure to electrical hazards.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.