

DUBUQUE COMMUNITY SCHOOL DISTRICT

07/2014

Job Description

POSITION TITLE: School Food Service Worker

GENERAL CHARACTERISTICS

Recruited By: Executive Director of Human Resources

Recommended for Appointment By: Executive Director of Human Resources/
Executive Director of Support Services

WORKING RELATIONSHIPS

Type of Authority: Line

Reports To: Executive Director of Support Services
Manager of Food Service
Assistant Manager of Food Service

QUALIFICATIONS – PHYSICAL

Is physically able to work in a standing position for prolonged periods and to walk much of the time during the shift. Is able to stoop, crouch, bend, squat, push/pull and reach to perform various job duties. Has manual dexterity to handle knives and other pieces of kitchen equipment such as slicers, mixers, choppers, scoops, and scales.

Is able to lift 35 pounds unassisted and lift 50 pounds with help. Is able to work in warm and cold surroundings; occasionally extreme conditions. In example, - 10° F stocking freezers and up to 90° F in dish rooms and cooking areas.

QUALIFICATIONS – EDUCATIONAL

High school diploma or equivalency. Demonstrate aptitude and competence for assigned responsibilities. Ability to perform basic math and understand multi-step written and oral instructions. Ability to communicate in English with co-workers, students, and building staff. Knowledgeable in different aspects of food service is preferred.

POSITION RESPONSIBILITIES

1. Prepares food according to a planned menu, and follows tested, uniform recipes. Determines if the finished product is of best quality both in flavor and appearance before it is served.
2. Is able to perform all aspects of food preparation in an efficient and pleasant manner.
3. Responsible for setting up service areas in a timely and orderly manner.
4. Responsible for the cleaning and storing of eating utensils, dishes, glassware, trays, pots, pans, and preparation equipment and other service kitchen equipment.
5. Assists in the portioning and serving of food items.

6. Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
7. Assists in the daily clean up of the kitchen and service areas.
8. Performs cleaning of major equipment, refrigerators and storeroom areas at regularly scheduled intervals as designated by the cook manager or assistant cook manager.
9. Assists in the proper storage and disposal of unused foods.
10. Is able to operate various pieces of kitchen equipment such as dish machines, slicers, choppers, ovens, and other cooking equipment.
11. Reports equipment malfunctions to supervisor for repair and replacements.
12. Performs cashier duties when required.
13. Maintains the highest standards of physical safety.
14. Maintains the highest standards of food safety and sanitation in accordance with county health department, HACCP, and DCSD's Food & Nutrition Services standard operating procedures.
15. Understands what a reimbursable breakfast and lunch is under the NSLP & SBP.
16. Ability to work with a wide diversity of individuals together as a part of a team.
17. Recognize and demonstrate a commitment to multicultural nonsexist policies and practices.
18. Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
19. Performs other duties assigned by the Kitchen Manager or Food & Nutrition Managers as requested.