

TITLE: Food Service Worker**Page 1****Employee Group:** Food Services Employees**Reports to:** Food Service Field Supervisor and/or Food and Nutrition Operations Manager**FLSA Status:** Non-Exempt**Compensation Level:** Food Service Worker

JOB SUMMARY: The Food Service Worker position performs a variety of functions related to the breakfast and/or lunch meal services in Edmonds School District Kitchens. This position sets up, serves and cleans up after school meals. This position also maintains records for the school kitchen including temperature logs, food production records and student meal accounts.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Checks daily menu items and quantities to be served. Prepares breakfast and lunch items according to menu.
2. Sets up equipment for serving and serves menu items for breakfast and lunch.
3. Washes tables after breakfast and lunch meal service. Takes down, cleans and stores serving equipment at the completion of meal. Utilizes dishwashers and/or washes dishes utilizing approved methods.
4. Records and monitors temperatures of food items to ensure items are received, stored and served at proper temperatures according to Health Department regulations. Alerts supervisor to food items not maintained at proper temperatures. Ensures proper temperatures are maintained while operating dish machines.
5. May serve as cashier during assigned meal(s). Counts money collected and completes daily deposit paperwork.
6. Maintains records of quantity of food received, served and quantity leftover. Stores remaining food items or prepares them for transport to/from central kitchen.
7. Prepares daily breakfast and lunch records, daily deposits, and records of students participating in federal meal programs. Submits forms, deposits, and meal records to central office.
8. Maintains freezers, storerooms, appliances, and refrigerators in an orderly manner.
9. Ensures food and staple supplies are sufficient to meet menu requirements. Places orders for supplies or informs supervisor of supply needs.
10. Fills in vacancies as a Food Service Worker at other kitchens, as needed.
11. Maintains regular and consistent attendance. Work must be provided onsite and in person.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Special Licenses/Requirements:**

- Food Handlers Permit
- National School Lunch Programs are federally funded and require food service workers to attend a minimum of 6 hours of annual paid training (provided by the school district).

Knowledge, Skills, and Abilities:

- Knowledge of school food service and/or National School Lunch Program regulations and School Breakfast Program regulations.
- Knowledge of record keeping methods and an ability to maintain accurate and precise records.

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- Knowledge of federal, state and local regulations and reporting requirements applicable to area of assignment.
 - Knowledge of and ability to apply basic math principles.
 - Skill in utilizing computer applications and software/information systems.
 - Ability to communicate effectively in person with site administrators, students, parents and other staff.
 - Ability to favorably represent the Food Service Department and District to students, staff, and the general public.
 - Ability to foster and maintain positive working relationships with co-workers and student workers.
 - Ability to work independently, follow written and verbal direction and follow tasks through to completion.
 - Ability to favorably represent the Food Service department and District to students, staff, and the general public.
 - Ability to foster and maintain positive working relationships with co-workers and student workers.
 - Ability to operate a personal computer and learn the operation of specific software programs.
 - Ability to work independently with minimal supervision.
 - Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS:

- Certification through the school nutrition association is optional to receive annual stipend per CBA.

WORKING CONDITIONS

Work is primarily performed in a school kitchen and in an environment with varying temperatures. Noise levels are low to medium, depending on the number of appliances in use. May be required to work outdoors in a variety of weather conditions.

PHYSICAL DEMANDS:

Ability to stand and walk for long periods of time. Uses fine hand and finger movements for typing and reach with hands/arms. Must be able to bend and stretch for prolonged periods. Frequently required to push heavy carts. Ability to safely lift boxes and equipment up to 40 pounds. Frequently required to use a variety of equipment and machines utilized in food preparation which requires physical dexterity.

CLASSIFICATION HISTORY:

NEW: March 1993

REVISED: July 2007

REVISED: October 2013

REVISED: July 2024