FREDERICK COUNTY PUBLIC SCHOOLS

Position Title	**Food Service Worker**	Unit	**Support**
Job Code	**520900**	Division	**Fiscal Services**
Grade/Lane	**SAB/S02 183 days**	Department	**Food and Nutrition Services**
FLSA Status	**Non-Exempt**	MSDE Code	**34**

OVERVIEW

This position prepares a variety of foods, serves students and staff, cashiers, cleans and sanitizes, and performs administrative tasks within the food service areas as assigned by the Food and Nutrition Service Specialist or designee.

ESSENTIAL FUNCTIONS

Reporting directly to the Food Service Specialist, the Food Service Worker performs the following duties:

Essential Functions

- Begin and complete assigned daily tasks reliably and on time.
- Handle, prepare, and serve food as instructed.
- Operate food service equipment, including, but not limited to dish washing machine, preparation and serving equipment, as instructed. Follow Food and Nutrition Service Policies for cleaning and sanitizing.
- Comply with federal, state and Frederick County Public School policies and regulations.
- Follow dress code and hygiene requirements.
- Communicate effectively to students, staff and other FCPS employees while displaying good customer service skills.
- Perform duties with the knowledge of Food Safety and Sanitation Regulations including HACCP. Follow all rules and regulations pertaining to temperature monitoring and recording.
- Following the Food and Nutrition Services Policy for Accountability, perform cash accountability tasks including operation of computer cash register, record keeping, inventory, and accurate control and accounting of money and meals sold and other food sales.
- Responsible for accurate accountability of inventory, food prepared, food shipped to other buildings, food used, food leftover and food waste.
- Read and follow recipes as required for consistent food quality.
- Responsible for correct portion sizes as required.
- Effectively utilize the timeclock to ensure accurate payroll.
- May be moved to another school within the region per the Specialist's direction.
- Regular and predictable attendance

Performs other duties as assigned by the Food Service Specialist.

REQUIRED QUALIFICATIONS

Education/Training/Experience:

- Ability to read and write equivalent to a 10th grade educational level.

Certification/License:

- None

Knowledge/Skills/Abilities:

- Multi-task and service customers under any conditions.
- Follow Hazard Analysis Critical Control Point (HACCP) guidelines for safe and sanitary food handling from receiving inventory through service.
- Practice standard sanitation procedures for care and cleaning of kitchen and equipment.
- Learn standard school Food and Nutrition Service operations.
- Gather necessary menu items, recipe ingredients and supplies by reading the written recipe.
- Work within a team environment and under high pressure situations.
- Communicate effectively in English, by reading and in written and spoken formats.
- Comprehend and follow written and verbal instructions.
- Effectively communicate to meet the needs of all customers: students, school staff and community.
- Provide teamwork needed to work cooperatively in close proximity with others under constant deadlines.
- Perform work requiring sustained moderate physical effort, movement of objects weighing 40-60 lbs., operation of commercial food service equipment, continuous standing and extreme variations in temperature.
- Perform the essential functions of the position with or without reasonable accommodations.
- Knowledge and use of culturally responsive practices.
- Regular and predictable attendance.

Physical Requirements:

- Consistently lift a minimum of 40 lbs.
- Work in environments subject to extreme hot and cold temperatures, such as commercial kitchens, walk-in refrigerators and freezers.
- Ability to spend long hours standing and walking.
- Ability to reach with both hands and both arms.
- Ability to twist and bend.
- Sufficient manual dexterity to grasp, handle, manipulate, and/or feel objects and use office technology.
- Sufficient mobility to move about the work area.
- Sufficient vision to read and comprehend printed materials, see distant objects with clarity, and identify and distinguish objects.
- Occasionally climb or balance.
- Occasionally stoop, kneel, crouch, or crawl.

Work Environment:

- Regularly work with loud noise, ex: food preparation equipment and raised voices associated with school cafeterias and commercial kitchens.

PREFERRED QUALIFICATIONS

Education/Training/Experience:

- High School Diploma or equivalent.
- Ability to read, write and do general business math.
- One year (1) previous experience in the food service industry.

Knowledge/Skills/Abilities:

- Familiarity with the FCPS policies, goals and programs.

FREDERICK COUNTY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

THIS JOB DESCRIPTION HAS BEEN WRITTEN TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY AN EMPLOYEE HOLDING THIS POSITION. IT IS NOT WRITTEN TO INCLUDE OR BE INTERPRETED TO INCLUDE A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF THE EMPLOYEE. NOTHING IN THIS DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES OR ADD REQUIRED QUALIFICATIONS AT ANY TIME.