

JOB DESCRIPTION MANUAL

714

Food Service

Board Approved – 1/19/2022

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: Food Service Worker-Full Time

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience in basic food preparation including washing, cutting, and assembling food items and ingredients.
3. Interpersonal skills using tact, patience, and courtesy.
4. Oral and written communication skills.
5. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, Mantoux test, and other required paperwork.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Principal/Designee

SUPERVISES: As assigned

JOB GOAL: Under the direction of the Food Service Director and Food Service Coordinator, assists in the preparation and serving of meals in the main kitchen and/or school cafeteria, performs routine cashiering duties, maintains food service facilities, equipment and utensils in a clean and sanitary condition. Receives and stores all supplies.

EMPLOYMENT TERMS: The Food Service Worker shall be employed under the following terms:

1. Work year of 12 months
2. Salary as annually set by the Board
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

PERFORMANCE RESPONSIBILITIES:

1. Assist in the preparation and serving of hot and cold food; heat, pan and arrange food items; serve as part of a team to assemble various food items and ingredients as assigned; package and wrap food items according to established procedures and portion control standards; assure proper temperature of foods.
2. Prepare salads, sandwiches, fruits, vegetables, packaged foods, bakery items and other foods for distribution; measure, mix, chop, cut, slice, stir and/or blend a variety of ingredients used in food preparation activities as requested; open cans; label and date open food products.
3. Serve meals on serving lines; set out prepared foods; replenish containers as necessary; assist with setting up the cafeteria; assist with catering activities.

4. Clean and sanitize work areas, tables, serving counters, tables, chairs and food containers; prepare food and beverages for sale; count and set-up plates, trays and utensils.
5. Perform routine cashiering duties as assigned; reconcile cash and receipts; make correct change.
6. Operate standard food service equipment such as slicers, warmers, and ovens.
7. Follow established health, safety and sanitation principles applicable to food serving and kitchen maintenance.
8. Stock condiments, food items and paper goods; assist in the storage and rotation of food, leftovers, and supplies in storage areas.
9. Prepare and maintain logs and records; inventory food and supplies; track food for daily production logs.
10. Maintain food service facilities, equipment and utensils in a clean and sanitary condition. Wash trays, pots, pans, plates, utensils and other serving equipment.
11. Operate a calculator.
12. Attend meetings, in-service training and workshops as assigned.
13. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: walking, sitting and standing for long periods of time, reaching, finger dexterity, pulling and/or pushing, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, use close vision, color vision, peripheral vision and depth perception, along with the ability to focus vision. The ability to communicate effectively in English, using proper grammar and vocabulary are also required. American Sign Language or Braille may also be considered as acceptable forms of communication. The individual must also be able to count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT:

Work is performed in a setting with exposure to a variety of childhood and adult diseases and illnesses. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time, exposure to heated/air conditioned and ventilated facilities, and exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. The noise level in the school environment is usually moderately quiet but can be noisy at times.

EVALUATION:

The Food Service Worker shall be evaluated in accordance with Policy No. 3221 or 3222, Regulation No. 3221 or 3222, this job description and such other criteria as shall be established by the Board of Education.