



## **Greenfield-Central Community School Corporation**

### **Job Description**

**JOB TITLE:** Line Supplier; Food Preparation & Meal Server

**REPORTS TO:** Kitchen Manager

**SUPERVISES:** Non-Applicable

**EMPLOYMENT AND FLSA STATUS:** Classified/Non-Exempt/Hourly

#### **JOB GOAL:**

Prepares and serves food to students in portions to meet the mandated USDA guidelines for the National School Breakfast and Lunch Programs.

#### **ESSENTIAL FUNCTIONS:**

- Prepare various food items for meal services and clean kitchen equipment as directed.
- Follow standardized recipes during food preparation.
- Ensure all equipment is turned on/ready and all serving utensils are present on serving lines.
- Serve a large volume of a variety of foods to students at school sites as specified by the menus, recipes, and production records.
- Communicate with the Main Dish Cook and/or Kitchen Manager during meal services about food quantities needed based on student choices.
- Compile production record data for Kitchen Manager including but not limited to temperature of food, temperature of equipment, and food quantity data.
- Arrange food and beverage items for the purpose of serving and selling them to students and staff in an efficient manner.
- Assist in receiving and storing foods, condiments, and supplies to maintain adequate quantities and item security.
- Clean serving lines and high volume touch areas between lunch periods.
- Clean hot and cold pass throughs where food is stored for holding purposes.
- Sweep and mop kitchen floors.
- Assist in the dish room, as needed.
- Assist in cleaning tasks for all front and back of the house areas.
- Collect kitchen trash and take it to the dumpsters.
- Return all unserved food items to the back of the house and restock food items as needed at the end of the last lunch period.
  
- Observes district policies at all times.
- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
- Maintains proper sanitary and safety practices per HACCP guidelines.
- Keeps abreast of new information, innovative ideas and techniques to improve work methods.
- Must have knowledge of the National School Breakfast and Lunch Programs.

- Informs Kitchen Manager of inferior product quality and products not meeting specifications.
- Performs other duties and assumes other responsibilities as assigned by the Kitchen Manager.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Communicate effectively with all members of the school district and community.
- Regular attendance is expected.
- Demonstrates skill and proficiency in carrying out assigned tasks and prioritizing workload.
- React to change productively and handle other tasks as assigned.
- Self accountability for assigned responsibilities; sees tasks through to completion.
- Demonstrates the ability to work independently and as part of a team.
- Operation and care of kitchen equipment and utensils
- Food storage methods
- Basic arithmetic (i.e. addition, subtraction, multiplication, and division)
- Customer Service experience

### **QUALIFICATIONS & ANNUAL REQUIREMENTS:**

- High School diploma or equivalent
- One year of food service experience is preferred.
- Annual school safety training per district guidelines.
- Annual Civil Rights training per Federal Child Nutrition guidelines.

### **PHYSICAL REQUIREMENTS:**

- Ability to stand for extended periods of time.
- Ability to lift 40 lbs.
- Ability to carry 40 lbs.
- Ability to work in various temperature environments.
- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to reach in all directions.

### **REASONABLE ACCOMMODATION:**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

### **TERMS OF EMPLOYMENT:**

180 days per year.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Classified Personnel.

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