

Grant Community High School District #124

TITLE: FULL-TIME UTILITY WORKER

DEPARTMENT: Food Service

REPORTS TO: Food Service Director

SUPERVISES: Not applicable

PURPOSE OF POSITION

Under direction of the Food Service Supervisor, the Full-Time Food Service Utility participate in a variety of food service distribution and preparation functions; assist in quantity preparation, packaging and serving of foods, assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; assist in the set-up of serving areas and properly produce enough food to meet the needs of all students.

ESSENTIAL FUNCTIONS

- Preps, cooks and oversees lunch items are properly re-stocked so enough is available for all students.
- Assists with other team members for lunch preparation.
- Sets up work stations including prep tables, service counters, hot wells, steam tables, etc., as needed.
- Breaks down, cleans and sanitizes work stations, as needed.
- Fills in on serving line or cashier during all lunch periods (typically 10:45am – 1:45pm), as needed.
- Participates in a variety of food service distribution functions; load and unload shipments of food items and supplies such as frozen, canned and dry goods.
- Place food items in racks, coolers or freezers as required; assure proper temperature of food items; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged; assure distribution activities comply with safety and sanitation requirements.
- Conduct daily inventories to determine leftover food items and supply quantities; compare inventory levels with food service records to verify accuracy.
- Operate a variety of kitchen equipment including mixer, slicer, steamer, kettles, ovens and related kitchen equipment.
- Assist in daily dish duty, washing and drying.
- Maintain a variety of records related to food items, supplies, orders, inventory and assigned activities.
- Prepare a variety of cold and hot foods as directed; serve food items to students, faculty and staff.
- Maintain and service food service equipment and facilities.
- Maintain open, positive and effective communication with others.
- Perform other duties as assigned by the Food Service Supervisor or Business Manager.

QUALIFICATIONS AND SKILLS

High school degree or equivalent.

State certification completed.

Ability to work efficiently.

Ability to work accurately and neatly.

Ability to work with a sense of urgency.

Good organizational skills.

Self-starter – ability to work without supervision.

Able to complete all duties in the time allotted.

Able to communicate effectively with diverse populations.

Basic computer and math skills.

Ability to adhere and comply with district guidelines and policies.

PHYSICAL DEMANDS

Able to lift up to 50 pounds.

Able to stand for six hours uninterrupted.

Moderate agility required for maneuvering safely through kitchen and serving areas.

ENVIRONMENT

Continuous exposure to noise and heat.

Occasional exposure to cold.

This is a summary of typical functions of the job and not an exhaustive or comprehensive list of all responsibilities, tasks or duties. Responsibilities, tasks and duties of the jobholder may differ from those outlined here to ensure the proper functioning of operations in the food service department. Other duties, as assigned, may be part of the job.