



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **FOOD SERVICE WORKER**

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required.
3. Warm and understanding attitude toward children
4. Ability to work as a team and cooperate with others
5. Ability to read and write English
6. Ability to follow oral and written instructions
7. Ability to use institutional food service equipment
8. Ability to reach, bend, stoop, wipe, push and pull and perform repetitive motions.
9. The physical ability to lift and carry items weighing up to 50 pounds 20% of the time
10. Ability to do mathematical calculations and cash transactions
11. Must be clean and neat in appearance, following uniform policies set forth by School District and local Health Officials.

REPORTS TO: Directly responsible to the Food Service Director

JOB GOAL: To provide school meals in compliance with district, state, and federal regulations.

PERFORMANCE RESPONSIBILITIES:

1. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Union.
2. Assumes responsibility as food service worker, follows work assignments, and maintains work station(s)
3. Represents the department in a courteous, efficient, and friendly manner in all customer and employee interactions
4. Understand and adhere to National School Lunch Program Regulations and Nutrition Policy
5. Follow standards of sanitation and safety in compliance with Health Department, HACCP, and Bio-Security policies
6. Follows established procedures for service and distribution of meals, while also ensuring standard portion control and proper food presentation.
7. Participates in preparation and service of planned meals for special events
8. Maintains required forms and records as assigned
9. Assist in the daily cleanup and scheduled major cleaning of the kitchen, service areas, storage areas, and equipment
10. Operate cash register system and maintain records of meal sales
11. Responsible for proper operation of all food service equipment
12. Responsible for notifying kitchen lead of any equipment problems or breakdowns as soon as possible
13. Must attend scheduled meetings and training relative to job responsibilities
14. Perform other duties as assigned by the Food Service Management Team consistent with this job description

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**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board DATE: February 21, 2012

REVISED: _____