

7301

***KENT SCHOOL DISTRICT
JOB DESCRIPTION***

FOOD SERVICE WORKER

REPORTS TO: Central Kitchen Manager/Secondary Coordinator

SUPERVISES: None

WORK PERIOD: 9 Month

UNIT CLASSIFICATION: KSFSA

PRIMARY PURPOSE:

The purpose of this position is to perform duties required for production and serving of meals to students in order to support the nutrition program offered to the students of the Kent School District.

ESSENTIAL JOB DUTIES:

Assists in the preparation of food, serving of food, and cleanup as directed by the kitchen coordinator, central kitchen manager, or department heads including: washing dishes, cleaning ovens or French fryers, making sandwiches, operating fryer, cooking and serving various food items, and working on the packing lines or in various departments (central kitchen only).

Keeps accurate records as needed including inventory and ordering when required.

Assures proper care and storage of food and supplies, making sure food is stored and/or served at the proper temperature.

Collects and deposits cash for food and supplies sold as in cashiering the main lunch line, salad bar line, or the a la carte line.

Maintains accurate records through the use of the point-of-sale system.

OTHER JOB DUTIES:

Serves as member of the food service team of the district; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Reports to central kitchen manager or kitchen coordinator; works with department heads, drivers, and other food service workers. Maintains a good working relationship with school staff and

students putting into practice the established FNS guidelines.

WORKING CONDITIONS:

May require prolonged standing or sitting, lifting of up to 40 pounds, repetitive motions, working on wet or slippery floors, bending and stretching, and working with or near machinery and with cleaning chemicals.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Some knowledge of proper food handling practices and techniques.

Some knowledge of proper sanitation standards related to food handling.

Ability to establish and maintain good working relationships with food service staff, other employees, and students.

Ability to handle cash receipts.

Ability to operate a point of sale computer terminal.

Ability to maintain accurate records.

Ability to work in a team setting.

Good communications skills.

Strong customer service skills.

Education and Experience

High school diploma or G.E.D; completion of basic food and nutrition services training program preferred; previous food service experience preferred; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work.

Licensing and Certification

Current food handlers permit.

ASFSa preferred (required for positions of 2.5 hours or more).

EVALUATION:

Evaluation responsibilities are assigned to the central kitchen manager, secondary coordinator, or department head.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY: Service/Maintenance

FLSA STATUS: Non-Exempt

LAST REVISION DATE: May 2000