



## Para-Professional – Job Description

**Job Title:** Substitute Food Service-Worker I

**Pay Grade:** \$9.00 per hour

**Reports To:** Cafeteria Manager or Supervisor

**FLSA Status:** Non-exempt

**Dept. /School:** Food Service Department

**Minimum Duty Days:** as needed basis

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### Primary Purpose:

To substitute for employees who are absent and perform the duties of a foodservice school kitchen worker: prepare and serve appropriate quantities of food to meet menu requirements. In addition, must maintain high standards of quality in food production, sanitation, safety practices, and customer service, and called upon to substitute on as needed basis.

### Minimum Requirements:

- High school diploma, GED or Twelve (12) year combination in education and/or experience
- Valid Food Handler's Certificate must be obtained prior to reporting to work

### Special Knowledge/Skills:

- Ability to understand food preparation and safety instructions.
- Knowledge of kitchen equipment and food production procedures.
- Ability to operate large and small kitchen equipment and tools.
- Basic math skills.
- Ability to stand for 3-4 hours at a time.
- Knowledge of food safety and sanitation procedures.
- Ability to follow oral and written instructions in English.

Valid Food Handler's Certificate upon being hired in the Child Nutrition Program or provide a current one before working in cafeteria.

- Knowledge of basic food preparation methods using quantity recipes.

### Major Responsibilities and Duties:

1. Works at any assigned campuses throughout the district and be reassigned as necessary to comply with CNP cafeteria staffing patterns and meal per labor hour compliance.
2. Follows all district and program policies and procedures as stated in the Laredo ISD employee handbook.
3. Assists in food preparation such as cooking, baking, re-heating, assembling food items, preparing side dishes, etc.
4. Prepares serving line equipment and supplies before the meal service checking filled trays for completeness, appearance, and correct serving sizes on the serving line.
5. Reviews menu for the day, and the serving size for each grade level on the Food Production Record and Production Schedule.
6. Reports left over quantities to the Manager and/or record documents as directed.
7. Mops and cleans kitchen area and clean all equipment used: freezer/cooler, cooling and warming units, braziers, mixers, steam tables, ovens, dish machine, icemaker, transport equipment, etc.
8. Uses FIFO method for inventory control and assists in inventory management when assigned by manager or supervisor.
9. Monitors the care of equipment at work area and any equipment assigned.

10. Maintains knowledge of HACCP regulations, and the use of chemicals, and always follows safety procedures to avoid accidents. Report any hazardous situations to supervisor.
11. Maintains required standards of Personal Hygiene: wear LISD issued ID, always be clean and neat, always wear a hair restraint, neatly trim beard and/or mustache and cover beard when preparing and serving food, wear a clean uniform provided by L.I.S.D., always wear anti-slip shoes daily and trimmed fingernails. No nail polish, chewing gum, jeans (only when approved), jewelry, use of cellphone, smoking, etc. for self.
12. Present at work physically daily and on time and on task properly using time standard procedures for food preparation.
13. Establishes and maintains effective working relationships with all students, parents, district employees, and administrators.
14. Maintains a constructive and cooperative attitude toward assigned duties. (cross-training will be implemented)
15. Attends in-service or staff development training to obtain training hours to comply with USDA Professional Standards requirement of Child Nutrition employees.
16. Maintains food handler's certificate up to date and attend the class before expiration date.
17. Performs other duties as may be assigned by the Unit Manager and/or Supervisor.

**Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress and work with frequent interruptions.
- Moderate lifting and carrying minimum of 25-30 lbs.
- District/Statewide travel
- Exposure to biological hazards
- Prolonged standing, walking, and working irregular hours.
- Hearing, speaking clearly.
- Working alone or in a team
- Able to bend, stoop, reach, push and pull frequently throughout the day.
- Willing to work in extreme temperatures: hot (kitchen preparation) and cold (freezers and coolers)

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***The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.***

***I hereby acknowledge that I have received a copy of my job description and understand its content.***

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***Employee Name (print)***

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***Employee Signature***

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***Date***