

**Foods & Nutrition Services  
Manchester Board of Education**

Job Title: General Worker  
Department: Food Services  
Reports To: Food Service Manager  
Prepared By: Food Service Director  
Prepared Date: October 2002  
Affiliation: AFSCME, Local 991 of Council 4

**SUMMARY**

Under general supervision of school-based Food Service Manager performs duties involved in the safe preparation, serving, and storage of food, the cleaning and sanitizing of equipment and facilities, cashiering, record keeping, and other related duties as required or assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs food preparation tasks as assigned.
- Operates various kitchen equipment including, but not limited to, steamer, kettle, slicer, and dishwasher.
- Assists in stocking serving lines to allow continuous flow in serving.
- Assists in receiving and storing of food items.
- Follows proper sanitary and health practices for food receiving, storage, preparation and serving.
- Assists in cleaning and sanitizing all work areas and surfaces including equipment, pots, pans, and utensils used during workday.
- Assists in properly storing leftover foods.
- May assist in preparation of daily food production records for food items prepared.
- Lunch service job tasks include serving the daily meal, cashiering, and washing dishes.
- May assist school-based food service manager in maintaining proper records related to meal counts and daily cash deposits.
- Maintains good public relations with students, parents, faculty, and staff.
- Performs related work as assigned.

**QUALIFICATIONS:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION, SKILLS, and/or INSTITUTIONAL FOOD SERVE EXPERIENCE:**

- A minimum of a 10<sup>th</sup> grade education or equivalent.
- Possess ability to follow directions in English, both written and oral, to ensure safety of food preparation and services.
- Possess the ability to work in areas that are often uncomfortable, warm, cold, noisy, wet, and slippery.

**LANGUAGE AND MATHEMATICAL SKILLS:**

- Must be able to read and write English at a level commensurate with the educational level.
- Competent in basic computation such as percentages, weights, measures, etc.
- Proficient in the use of a calculator.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The individual must also be able to stand for prolonged periods of time, engage in repetitive motion including lifting up to 50 pounds when assigned to kitchen duties and must be able to tolerate extreme temperature changes from freezer to oven area (0-90 degrees F).

**ADDITIONAL REQUIREMENTS:**

- Free of any infectious or communicable disease, which, according to a determination by the United States Secretary of Health and Human Services, may pose a risk of transmission through the handling of food.

**COMPENSATION:**

- See appendix A of Cafeteria Workers Contract