

JOB DESCRIPTION

JOB TITLE:	PART-TIME SATELLITE KITCHEN SERVER/DISHWASHER
LOCATION:	LEWISTOWN ELEMENTARY
REPORTS TO:	SATELLITE PERSON IN CHARGE
ASSIGNED TIME:	10:30 A.M. – 1:30 P.M. (Lunch on own time)
QUALIFICATIONS:	High School Diploma or GED equivalent. Ability to read and interpret recipes, operate scales and measuring devices. Successfully Pass: Medical Exam, I-9, Act 34, Act 151, Act 114 and Act 168 Clearance. Promote goodwill for students and staff.
PHYSICAL DEMANDS:	While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.
WORK ENVIRONMENT:	While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

DUTIES AND RESPONSIBILITIES

1. Assists in various food preparation and operates equipment such as dish machine, slicers, steamers, ovens and computers. Portioning of food as directed by person in charge.
2. Assists in serving line during lunch period, serving proper portions and maintaining food supplies.
3. Assists in preparing leftover foods for storage and return to Production Kitchen.
4. Cleans assigned work area and equipment, including pots and pans, trays. Use of dish machine utensils and serving equipment. Sorts and stores items in proper place.
5. Cleans other areas as assigned by person in charge.
6. Demonstrates the ability to create good will among all personnel and help maintain all established school policies and procedures.
7. Perform other duties relating to Food Service as assigned by Kitchen Manager or Food Service Supervisor.

TIME SCHEDULE - SERVER

SCHOOL: LEWISTOWN ELEMENTARY

NAME:

HOURS: 10:30 A.M. – 1:30 P.M. Lunch on own time

Set-up dish room. Wash dishes as needed.

Serve Lunch #1 -

Dishroom - Assist pots & pans

Serve Lunch #2 -

Dishroom - Pots & pans

Dishroom - Store dishes & utensils. Clean dish machine. Mop Dishroom area.