



*Monticello Community School District  
Job Description*

**Job Title: Food Service Employee**

**Reports to:** Food Service Director

**Status:**             Full Time                             Part Time  
                          Hourly Non-Exempt             Salary  
                          Certified                                 Classified

**Hours & Typical Work Year:** 10 months/ hourly as required.

**Essential Functions:**

1. Perform in an efficient and pleasant manner all duties assigned by the Food Service Director in the selection, preparation and serving of food
2. Work with the Food Service Director to ensure that all equipment is thoroughly cleaned according to the state regulations at the close of each day and at the end of the school year.
3. Work with the Food Service Director to ensure that all food is properly stored or disposed of during the year and for the summer months.
4. Work with the Food Service Director to ensure that proper records are kept.
5. Understand and implement safety procedures as required by the district.
6. Perform other duties as assigned.
7. Work directly with building kitchen manager and food director.

**Specifications/Qualifications:**

- High School diploma or General Education Degree (GED)
- Ability to communicate, interact, and work effectively and cooperatively with all students and staff.
- Ability to perform all duties and responsibilities required for this position.
- Experience with food preparation is desirable
- Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				x
Sit		x		
Use hands				x
Reach with hands & arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste			X	
Smell			x	
Weight & Force Demands	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			x	
Up to 100 pounds		X		
More than 100 pounds		x		
Mental Functions	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			x	
Copy		x		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		x		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		x		

Work Environment	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)				X
Work near moving mechanical parts				X
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		
Vision Demands		Required		
No special vision requirements				
Close vision (clear vision at 20 inches or less)		X		
Distance vision (clear vision at 20 feet or more)		X		
Color vision (ability to identify and distinguish colors)		X		
Peripheral vision		X		
Depth perception		X		
Ability to adjust focus		X		
Noise Level		Exposure Level		
Very quiet				
Quiet				
Moderate		X		
Loud		X		
Very Loud				

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee. *Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district maintains its discretion in setting the number of days notice terminating an "at will" employee.*

A signed copy of this job description should be placed in the employee's personnel file.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Revised:** 11/2017