

**BAY VILLAGE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

Title: FOOD SERVICE WORKER

File 803

Reports to: Food Service Manager

Job Objectives: 1.) Prepares and serves meals.  
2.) Maintains a sanitary and orderly kitchen.  
3.) Provides assistance for food service operations in the school district.  
4.) Performs work in cooperation with all food services employees to maintain efficiency and sanitation for the entire cafeteria/food service operation.

Minimum Qualifications:

- High school diploma.
- Meets all legally mandated health requirements.
- Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
- Ability to provide efficient food production skills and approved sanitation procedures in compliance with the local and state health board.
- Meets all prerequisite qualifications to be bonded.

Essential Job Functions: The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

1. Follows board policies/administrative procedures and supports the district mission statement.
2. Prepares and serves food. Helps manage quality control. Ensures that lunches meet all USDA child nutrition guidelines.
3. Completes duties as directed by the Food Service Manager.
4. Ability to operate the Point of Sale computer terminal for food and beverage sales. Ensure students and staff pay are charged for all food and beverages received.
5. Possess working knowledge of Federal Meal Program and the items on a student tray that comprise a reimbursable meal using the Traditional Food Based Menu Plan (FBMP).
6. Fully understand the Offer vs. Serve method of serving the Food Based Menu Plan.
7. Assists with special district events as directed (e.g., banquets, etc.).
8. Work cooperatively with all other food service employees. Helps other staff as needed to meet established schedules.
9. Properly stores and labels or disposes of leftover food.
10. Performs routine cleaning activities and operates dishwasher as directed. Follows proper sanitation protocol for buildings without a mechanical dishwasher.

11. Maintains/submits accurate records, correspondence, and reports in a timely manner.
12. Stocks foods and supplies as directed in storage room and coolers and freezers.

FOOD SERVICE WORKER

Page 2 of 2

13. Assists with ordering of foods and supplies and performs monthly inventory of food and supplies within the kitchen as directed.
14. Maintains the confidentiality of privileged information.
15. Helps train new food service staff.
16. Reports evidence of suspected child abuse as required by law.
17. Operates food equipment such as ovens, steamer, grill, dishwasher, and slicer following prescribed safety protocol.
18. Follows all Occupational Safety and Health Association (OSHA) Safety Standards.
19. Adhere to Hazard Analysis and Critical Control Point Standards (HACCP) in Safety and Sanitation.
20. Demonstrates positive attitude and develops rapport with children, staff, and colleagues.
21. Drives food van and or performs deliveries as directed effective with individuals hired after June 20, 2016.
22. Attends required in-service trainings and implements learned information.
23. Performs other job-related duties as directed.

Working  
Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require lifting up to thirty pounds, carrying, and/or moving work-related materials, using safety equipment, and wearing protective clothing.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require exposure to equipment noises/vibrations, electrical hazards, chemicals, combustible materials, air borne particulates, and odors.
- Duties may require frequent exposure to extreme heat and cold.

- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned staff and volunteers.
- Duties may require considerable paperwork.
- Duties may require working under time constraints to meet deadlines.

Performance  
Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

The board of education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.