

Food Service Lead Server

The job of "Food Services Lead Server" is done for the purpose/s of preparing and distributing food service items for consumption by students and school personnel; communicating with FNS office personnel, Central Kitchen management and school administrators; guiding assigned personnel in food service operation; operating Point-Of-Sale computer equipment; maintaining inventories of food service items; maintaining facilities in a sanitary condition.

Essential Job Functions:

- **Cleans** utensils, equipment and the areas of storage, food preparation and serving for the purpose of maintaining sanitary conditions.
- **Collects** payments (cash or meal tickets) for the purpose of completing meal transactions.
- **Communicates** with school and district staff for the purpose of determining daily school schedule changes (e.g., assemblies, early release, field trips, BBQ's, etc.).
- **Completes** forms for the purpose of providing written documentation and/or conveying information.
- **Counts** remaining food from daily lunches for the purpose of storing or returning food to the central kitchen according to mandated sanitary standards.
- **Ensures** daily bank deposits are secured for the purpose of delivery to District cashier.
- **Orders** food, condiments, and supplies from the Central Kitchen for the purpose of sustaining inventory and guaranteeing availability of items.
- **Prepares** food work area for the purpose of maintaining an attractive, sanitary, and efficient environment.
- **Receives** deliveries of food items, commodities, and other products for the purpose of checking the accuracy/quantity against an invoice and ensuring quality of products delivered.
- **Reports** equipment malfunctions to cook/manager for the purpose of maintaining equipment in safe working order.
- **Reports** food commodities and/or supply levels to the cook/manager for the purpose of sustaining inventory and guaranteeing availability of items.
- **Responds** to inquiries of students, staff and/or public for the purpose of providing information and/or meeting customer expectations.
- **Serves** one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

Experience Required: Prior job-related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or instructional setting.

Skills, Knowledge, and/or Abilities Required:

Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment, use standard office equipment including computer, communicate effectively, use English in verbal and written form.

Knowledge of modern methods of food preparation, health codes and sanitation principles.

Abilities to stand and walk for prolonged periods, provide direction to others, and make independent judgments based on common sense, keep and maintain accurate records, understand, and carry out oral and written instructions, establish and maintain effective working relationships with student, parents and district personnel, meet deadline. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

Other: Washington State Food and Beverage Worker's Permit required.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Food Service Kitchen Helper

Report Identification Code = psdfs1s

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:		Field of Vision	O
A. Standing	45%		
Walking	45%		
Sitting	10%		
B. Lifting	F	35 lbs.	
Carrying	F	35 lbs.	
Pushing	C	35 lbs.	
Pulling	C	35 lbs.	
2. CLIMBING	O		
BALANCING	C		
3. STOOPING	F		
KNEELING	O		
CROUCHING	O		
CRAWLING	NP		
4. REACHING	C		
HANDLING	C		
FINGERING	F		
FEELING	O		
5. TALKING:			
Ordinary	F		
Other	F		
HEARING:			
Conversations	F		
Other Sounds	F		
6. SEEING			
Acuity, Near	F		
Acuity, Far	O		
Depth Perception	F		
Accommodation	F		
Color Vision	O		

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are sacks of flour, cases of soft drinks, trays, cart, hand truck, balancing is wet, slippery floors, stooping is low racks, ovens, reaching/handling/ fingering are dishes, spoons, food, cash, talking/hearing normal conversation and other sounds, visual acuity is serving, preparing food.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Food Service Kitchen Helper

Report Identification Code = psdfs1s

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 80% Outside 20%

Comments Regarding "Inside/Outside work site location" = Primary activity of job performed inside

2. EXTREME COLD O

Comments Regarding "Extreme Cold" = Walk-in freezer/coolers

3. EXTREME HEAT F

Comments Regarding "Extreme Heat" = Stoves, ovens, fryers

4. WET/HUMID O

Comments Regarding "Wet and/or Humid Conditions" = Washing dishes/pans/hands

5. NOISE 80 decibels VIBRATION O

Comments Regarding "Noise" = Mixers, pots and pans banging

Comments Regarding "Vibration" = Mixers

6. HAZARDS:

Mechanical	O
Explosives	NP
Electrical	S
Radiant Energy	O
Burns	F
Other Hazard/s	F

Comments Regarding "Mechanical Hazards" = Mixers, slicers, oven doors, knives

Comments Regarding "Electrical Hazards" = Electrical appliances

Comments Regarding "Radiant Energy" = Ovens

Comments Regarding "Burn Hazards" = Ovens, steam tables, hot pans

Comments Regarding "Other Hazardous Conditions" = Wet surfaces (slipping)

7. ATMOSPHERIC CONDITIONS:

Fumes	S
Mists	S
Odors	S
Gases	NP
Dusts	O
Poor Ventilation	O
Other Atmospheric Hazards	NP

Comments Regarding "Fume Exposure" = Cleaning solvents

Comments Regarding "Mists" = Boiling water, dish water

Comments Regarding "Odor Exposure" = Oven cleaners, bleach, cleaners

Comments Regarding "Dust Exposure" = Flour, pollen

Comments Regarding "Poor Ventilation Conditions" = A problem if window is closed or fan is off

8. PROTECTIVE CLOTHING - DEVICES: Latex/mesh gloves, hair nets, back braces, aprons

9. E. C. SUMMARY: Inside and Outside Work 2 (3) 4 5 (6) 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.