

# **JOB DESCRIPTION**

## **GENERAL FOOD SERVICE WORKER**

**Reporting Relationship:** Director of Food and Nutrition / Cafeteria Manager

### **Minimum Qualifications:**

High School Diploma or equivalent, effective oral/written communications skills, math skills, manual dexterity, stamina necessary for the effective performance of duties. Ability to carry out oral and written instructions.

### **Physical Requirements:**

- Ability to stand, bend, reach, push, pull and lift.
- Manual dexterity to operate kitchen equipment and tools.
- Ability to lift and carry up to 50 pounds.
- Ability to stand for extended periods and perform repetitive tasks.
- Ability to work in a fast-paced, team-oriented environment.
- Must be able to work in a variety of temperature conditions, including walk in-freezer and hot kitchen.

### **General Statement of Duties:**

Supports daily school nutrition operations by assisting with the preparation, cooking, serving, and storage of food items in compliance with federal, state, and district guidelines.

Responsibilities include maintaining cleanliness and sanitation of kitchen, serving, and dining areas, operating kitchen equipment, restocking supplies, and providing courteous service to students and staff. This role also includes ringing the cash register accurately and following all directions from supervisors to ensure efficient and smooth food service operations.

### **Essential Duties and Responsibilities:**

- Assist in preparing and serving meals and all other meal components according to daily menus and portion control standards.
- Stock and restock all items needed for meal service.
- Demonstrate good judgment and professionalism when interacting with students, staff, coworkers, and the community.
- Ensure confidentiality in all matters related to students and staff.
- Maintain cleanliness and sanitation of the kitchen, serving areas, and dining areas.
- Wash and sanitize dishes, utensils, cookware, and kitchen equipment.
- Follow all food safety, sanitation, and hygiene standards as required by local health departments and USDA guidelines.

- Set up and break down food service lines and dining areas each day.
- Receive, store, and rotate food and supply deliveries. Assist with putting away orders and managing inventory.
- Maintain accurate records as required by the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other government programs, including production records and standardized recipes.
- Assist with cashier duties and manage student meal account transactions, as needed.
- Report to work in full uniform with appropriate hair restraint in place before clocking in.
- Interact courteously and respectfully with students, staff, and coworkers at all times.
- Promptly report equipment malfunctions or safety concerns to the supervisor.
- Operate all kitchen equipment safely and efficiently, including ovens, steamers, warmers, dish machines, and other food service tools.
- Adhere to all district policies and procedures.
- Attend required annual trainings and maintain a valid ServSafe certification.
- Clock in and out accurately and log time off according to department standards.
- Submit reimbursement requests promptly and in accordance with district guidelines.
- Communicate any concerns or suggestions to the Food Service Manager or Food Service Director.
- Perform all other duties as assigned by the Food Service Manager or Food Service Director.