

**Rich Township High School District 227  
Position Description**

**Job Title:** Food Service Professional 5hr, 6hr, 7hr, or 7.5hr

**Reports To:** Food Service Manager

**Terms of Employment:** 10 month, part-time employment.  
Hourly salary as established by the Agreement

**QUALIFICATIONS:**

1. High School diploma or equivalent is desirable
2. Basic mathematical and computer skills required
3. Ability to relate positively to staff and students
4. Must complete 6 hours of CEU/Training each school year required by the USDA Requirements

**DUTIES AND RESPONSIBILITIES:**

1. Prepare or assist in the preparation of a variety of foods using standardized recipes and production records for all aspects of the food service operation.
2. Set up serving lines and serve meals or meal components in compliance with USDA regulations.
3. Set up and serve in the snack bar in compliance with USDA regulations.
4. Store and handle food and supplies in accordance with the HACCP procedures.
5. Follow prescribed housekeeping and food safety procedures to ensure that sanitary and safe conditions are met with regard to health department and HACCP regulations.
6. Participate in routine cleaning and sanitizing kitchen equipment and supplies.
7. Participate in weekly and monthly deep cleaning routine of all kitchen prep areas, equipment and storage areas.
8. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.
9. Maintain positive working relationships and demonstrate respect for students, staff and parents.
10. Willing to learn and operate computer software to record meals sold to customers.
11. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may assign or delegate.
14. Be an engaged and dedicated member of the food service team by assisting others when and wherever necessary.
15. Represent the Rich Township High School District 227 in a professional manner.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee is regularly required to stand and walk for long periods of time. The employee is required to use hands to finger, handle, or feel: reach with hands and arms; talk or hear: and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.