



## SARTELL-ST. STEPHEN PUBLIC SCHOOLS JOB DESCRIPTION

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Food Service Worker	<b>Department:</b> Food Service	<b>FLSA Status:</b> Non-Exempt
<b>Immediate Supervisor:</b> Director of Food Service (Sec) Food & Nutrition Supervisor (Elem)	<b>Date Created:</b> 01/2011	<b>Date Revised:</b> 8/2017
<b>Union Status:</b> Non-Union	<b>Pay Grade:</b> n/a	

**Job Summary:**

The Food Service worker is responsible for serving meals to staff and students, including those with special dietary needs, in a friendly and appealing manner; proper cleaning of all food service dishes and equipment; following safety and sanitation practices; and/or keeping the lunchroom clean.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES** (The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

% of Time	Essential Functions:
	1. Serves food according to established procedures while maintaining a neat and clean serving area. Uses proper utensils and monitors portion sizes. Maintains alertness to student allergy restrictions while serving and practices food safety and sanitation techniques.
	2. Daily set-up and clean-up of serving area. This includes, but is not limited to stocking products, portioning ala cart items and cleaning and sanitizing serving area.
	3. Responsible for daily food storage, including rotation of products, labeling, temping and expiration dates of food items.
	4. Notifies head cook of items that need to be reordered for the serving area
	5. Rinse, scrape, clean, sanitize and put away all trays, serving utensils/pans and cookware. Take and record dishwasher temperature and pressure per District standards.
	6. Remove and restock dishes in the kitchen
	7. Preparation of dish room prior to lunch period to include proper mat placement, filling wash buckets and making the dishwasher ready for the daily cycle.
	8. Performs additional cleaning duties per schedule which includes, but is not limited to: de-liming dishwasher, cleaning floor mats and gutter grids, fans and other items
	9. Clean and sanitize tables between lunch shifts
	10. Attends all District-wide Food Service Meetings
	9. Performs other duties of a comparable level/type, as required.



**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: <u>Minimum education</u> required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma or GED		<b>Major field of study or degree emphasis:</b>
X	High school diploma		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Food Safety, food preparation and sanitation practices</li> </ul>
	2nd year graduate level		
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> No previous experience is required.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>Reading, writing, and speaking English proficiently.</li> <li>Effective and proactive communication and organizational skills.</li> <li>Developing and maintaining effective working relationships with supervisors, co-workers, other District staff, students, and members of the public.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b> Employee may be exposed to wet or humid conditions, hot & cold environments, work near moving mechanical parts and work with a wide variety of chemicals. This position is in a loud environment approximately 2/3 of the time.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>				X
<b>Walk</b>			X	
<b>Sit</b>	X			
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>			X	
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				
<b>Taste or smell</b>			X	
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>		X		
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**



**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

**Date Board Adopted: 1/2011**