

South Western School District  
Position Description  
**POSITION TITLE | Food Service Worker - PT**

TERMS OF EMPLOYMENT:

10 month (182 days) Part Time (up to 25 hours per week) Status Non-Exempt

JOB CLASSIFICATION:

Support Staff - Food Services

POSITION QUALIFICATIONS:

High School Diploma or equivalent  
Experience working in a kitchen or food service

REPORTS TO:

Head Cook or Kitchen Manager and Director of Food and Nutrition Services

WORK ENVIRONMENT:

The food service worker works directly with the food service department. The food service workers will work with all building staff and students.

JOB SUMMARY:

The Food Services Worker supports the overall operation of the school cafeteria by assisting in the preparation, cooking, serving, and clean-up of daily meals. This individual ensures all food is handled safely and prepared according to health regulations and portion guidelines. The role also involves maintaining a clean and sanitary work environment and providing courteous service to students and staff.

ESSENTIAL TASKS:

- Assist with food preparation and cooking, ensuring proper handling and temperature compliance.
- Prepare and portion food in accordance with planned menus and nutritional guidelines.
- Operate and clean kitchen equipment, including ovens, steamers, kettles, meat slicers, and dishwashing machines.
- Serve meals to students and staff efficiently and courteously.
- Follow all sanitation and safety regulations related to food handling and kitchen operations.
- Wash dishes, pots, pans, and utensils using 3-bay sinks or dishwashers.
- Perform daily and post-service cleaning, including wiping surfaces, sweeping, and mopping floors.
- Remove trash and maintain cleanliness of the kitchen and serving areas.
- Assist with laundry duties for kitchen linens and aprons.
- Support inventory control by helping with stock management and food item inventory.
- Perform other duties as assigned by the Kitchen Manager or Head Cook.

## KEY PERFORMANCE INDICATORS (KSA):

### **Knowledge**

- Basic understanding of food safety, hygiene, and sanitation practices.
- Knowledge of kitchen tools, appliances, and standard food preparation techniques.
- Familiarity with dietary requirements and portion control in school meal programs.

### **Skills**

- Ability to follow verbal and written instructions accurately.
- Skilled in operating commercial kitchen equipment safely.
- Competence in handling cleaning materials and procedures.
- Effective time management to support meal prep and service schedules.

### **Abilities**

- Ability to lift, carry, and move moderately heavy items (up to 50 lbs.).
- Ability to work in a fast-paced, team-oriented kitchen environment.
- Ability to maintain composure and professionalism during peak service times.
- Ability to interact courteously with students, staff, and co-workers.

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with the ability to sit eighty percent (80%) of workday.

### **EEOC**

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