

SCHOOL DISTRICT OF ST. JOHNS COUNTY

FOOD SERVICE WORKER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Must be at least eighteen years of age.
- (2) Previous experience in food service preferred.
- (3) Ability to participate in food service training offered in the county.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of food preparation and presentation. Ability to follow oral and written directions. Ability to lift 50 pounds. Ability to get along with people. Ability to count money and make change. Knowledge of HACCP regulations with regard to food temperature. Knowledge of maintaining and recording temperature charts. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Food Service Manager and/or Assistant Manager

JOB GOAL

To perform routine manual work in the preparation, accountability and service of food. Employees in this position may perform custodial and housekeeping tasks within the food service environment. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Performs all assigned work in the school food service facility as scheduled by the Manager. This work includes, but is not limited to:
- * (2) Accurate operation of a cash register;
- * (3) Accurate operation of a computer;
- * (4) Safe and sanitary food preparation and service in a timely and safe manner;
- * (5) Custodial activities including, but not limited to, sweeping, mopping and taking trash to the dumpster;

FOOD SERVICE WORKER (Continued)

- * (6) Scullery duties;
- * (7) Storeroom duties;
- * (8) Reading recipes and preparing food as recipe instructs;
- * (9) Prepare the highest quality of food.
- * (10) Maintain good working relationship with other employees, students, and school personnel.
- * (11) Operate and maintain food service equipment in a safe and skillful manner.
- * (12) Perform other task as assigned by Food Service Manager, principal, or FSO/Assistant Director, if required.
- * (13) Perform other duties as assigned by immediate supervisor including re-location to other sites as needed.
- * (14) Working knowledge of National School Lunch Program and School Breakfast Program.

Expectations of All Employees

- * (15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (16) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (17) Ensure adherence to good safety standards.
- * (18) Maintain confidentiality regarding school/workplace matters.
- * (19) Model and maintain high ethical standards.
- * (20) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (22) Demonstrate initiative in the performance of assigned responsibilities.
- * (23) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (24) Exercise service orientation when working with others.
- * (25) Use effective, positive interpersonal communication skills.
- * (26) Respond to inquiries and concerns in a timely manner.
- * (27) Serve on school/district committees as required or appropriate.

Professional Growth and Improvement

- * (28) Engage in a continuing improvement of professional skills and knowledge.
- * (29) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

Systemic Functions

- * (30) Keep supervisor informed of potential problems or unusual events.
- * (31) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (32) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (33) Represent the District in a positive and professional manner.
- * (34) Demonstrate support for the school district and its goals and priorities.

FOOD SERVICE WORKER (Continued)**Leadership and Strategic Orientation**

- *(35) Set high standards and expectations for self and others.
- *(36) Exhibit interpersonal skills to work as an effective team member.
- *(37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(38) Participate in cross-training activities as required.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Job Description Supplement #9

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

10 month position

3, 4, 5, or 6 hours per day, as assigned.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of personnel.

POSITION CODE:

76023

Pay Type:

Pay Grade: Salary Schedule 7

FLSA: Non-exempt

BOARD APPROVED: June 2000

REVISED: September 2017