

**Hutchinson Public Schools  
Job Description**

**Job Title:** Server  
**Department:** Nutrition Services  
**Reports To:** Cook/Kitchen Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources, December 12, 2001  
**Approved By:** Board of Education, June 24, 2002  
**Revised By:** Human Resources, March 20, 2006  
**Reviewed/updated:** November 4, 2009, October 18, 2016, June 2, 2021, May 6, 2024, January 16, 2025

**SUMMARY**

Responsible for service of meals and cleanup

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following: Other duties as assigned.

- Perform duties as directed by cook
- Follow the work schedule
- Understand the components/requirements of the school meal program or CACFP program
- Setup and cleanup serving area with tasks not limited to stocking, cleaning and gathering appropriate serving utensils
- Help with serving during the specified serving times using portion control standards
- Assist in keeping accurate production & sanitation records
- Help with any phase of kitchen operation as assigned
- Keep department area clean throughout service and clean and sanitize kitchen for next day operation
- Wash and sanitize equipment used in food preparation and storage
- Follow current food code regulations and HACCP procedures
- Report any faulty equipment or accidents to the kitchen manager
- Earn Food Safety Basics certificate and renew every two years
- Attend at least four hours of continuing education every year if you work 20 or less hours per week

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**PHYSICAL DEMANDS**

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.

The employee is required to regularly stand, walk, use hands and fingers to feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. One must be able to talk, hear, taste, and smell. You will require lifting up to 25 pounds on your own and 50 pounds with help. Close vision is needed.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position occasionally requires working in wet or humid conditions, near moving mechanical parts, with fumes or airborne particles, toxic or caustic chemicals. Will experience extreme heat or cold and outdoor weather conditions. There is risk of electrical shock. The noise level in this work environment is moderate.

**ACKNOWLEDGMENT**

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_