Job Title: General Worker

Classification: I, Schedule B

Immediate Supervisor: Nutrition Services Production Kitchen Manager (Kitchen Manager)

Job Summary
The General Worker performs a variety of job functions essential to the successful operation of the cafeteria. The job functions include food production; sanitation, safety, and security; customer service; cashing; program regulations and accountability; equipment use and care; and professional excellence. The General Worker works under the direction of a Head for daily tasks and the supervision of Nutrition Services Production Kitchen Manager and in partnership with others in the school nutrition program and school district to support a sound nutrition assistance food program while following federal, state, and local guidelines. The local school nutrition program is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Qualifications
(A Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)
A. Skills, Knowledge and Abilities
   1. Ability to follow directions and complete tasks in a timely manner.
   2. Demonstrates the ability to work effectively and respectfully with students, teachers, parents, coworkers and the general public.
   3. Knowledge of computers, ability to access electronic documents and complete required forms.
B. Education
   1. High School diploma or equivalent highly desired.
   2. Successful completion of ServSafe recommended.
C. Experience
   1. Minimum of six months experience in quantity food service desired.

Supervision of Others
N/A

Essential Job Functions
1. Standard Operating Procedures (SOP), Program Regulations and Accountability
   a. Follow District’s SOP, Iowa Food Code and Federal regulations and reports any discrepancy to Head or Kitchen Manager. If there is a difference between SOP, Food Code, or Federal Regulation, must follow the more restrictive policy.
2. Food Production
   a. Provides quality food production and service including timely and appropriate documentation.
   b. Prepares food following recipes.
   c. Cools, stores and rotates food following Food Code and SOP.
3. Sanitation, Safety, and Security
   a. Maintains a safe facility, including, but not limited to reporting of unsafe activities, equipment or work space.
   b. Records required information, including but not limited to, cooking and holding temperatures.
c. Clean and sanitize kitchen, servery and dining area, dishes, pots and pans, service carts, hoods and other items as assigned.

4. Customer Service
   a. Serves food, replenishes self service areas and responds to requests from customers.
   b. Follows guidance for accommodating food allergies.
   c. Utilize Civil Rights behavioral guidelines.

5. Cashiering
   a. Ensures that all items are appropriately recorded in the POS system and accurate prices are charged.
   b. Maintains confidentiality regarding student account information.

6. Equipment Use and Care
   a. Uses and cares for all equipment according to SOP and manufacturer's instructions.

7. Professional Excellence
   a. Performs all duties and responsibilities in an ethical and professional manner.
   b. Communicates effectively with Kitchen Manager and other employees.
   c. Provides leadership as a team member of the school community.
   d. Performs other duties as assigned.
   e. Completes annual training as required by Healthy Hunger Free Kids Act and school district.

8. Complete all trainings as required.

PHYSICAL REQUIREMENTS
1. Occasional lifting, pushing, pulling or maneuvering materials weighing up to 45 pounds.
2. Frequent reaching with hands and arms, occasionally above shoulder or head level.
3. Constant standing and walking on potentially slippery or wet surfaces.
4. Occasional squatting, stooping, bending and kneeling.
5. Constant gripping with the use of hands and fingers.
6. Hear and understand speech at normal room levels.
8. Drug, tobacco, and alcohol free at all times while working.
9. Meet health requirements per state regulations for food handlers.

WORKING CONDITIONS
1. Work normally performed in a school kitchen and cafeteria, typically assigned to a production kitchen.
2. Demands of workload may be stressful with frequent peak rush periods and timeline requirements that must be met.
3. Occasional exposure to temperature changes, fumes, dirt, dust, odors, noise, hazardous cleaning chemicals, and emergency situations.

TERMS OF EMPLOYMENT
1. 9 – 10 month position.
2. Per Board Policies and WDMESP Bargaining Agreement.

Adopted Date August 10, 1993 Revised Date December 2017

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