

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

FOOD AND NUTRITION SERVICES: Worker

BASIC JOB FUNCTIONS:

Under supervision of Business Manager the Food and Nutrition Services, Lead performs lead and routine food service activities related to the preparation of food, setting up of serving areas and the serving of food to students and staff. The Food and Nutrition Services, Lead performs cashiering duties in the sale of food items to students and staff and maintains cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Individuals in positions in this classification are required to exercise supervision and provide direction over other Food and Nutrition Service employees who work on a full or part-time basis. Individuals in positions in this classification may make recommendations regarding food service operations, procedures, methods and standards as they apply to the food service program.

ESSENTIAL JOB FUNCTIONS:

- Assists in the preparation and service of food to students and staff according to established procedures
- Performs cashiering duties, collects money and sells food items
- Maintains meal count
- Operate a cash register; accept payments for food and pre-purchased meals; record sales.
- Counts cash receipts
- Assists in maintaining inventory of food items to ensure freshness; order items if required
- Prepares eating and serving areas including food, serving areas, serving items and beverages according to established procedures
- Maintains a safe working environment in assigned area(s); takes action to correct potential hazardous conditions and/or notifies appropriate personnel of need for corrective action.
- Assembles items to be served and sold at designated food service area locations; prepares food for transport to other District locations as required, and maintains appropriate records as required
- Transports food items, occasionally, to other sites and provides service at the alternate site
- Remains up-to-date on information/knowledge of proper safety precautions
- Assist in the preparation of food; including but not limited to mix and chop fruits, vegetables, meats and other items; prepares sandwiches and other foods
- Operates dishwasher and wash trays, plates, utensils, and other serving equipment
- Maintain food storage, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays, and kitchen equipment
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage
- Operates a variety of standard kitchen equipment; report faulty equipment
- Participate in staff development and in-service training activities
- Trains student workers and substitutes for the purpose of assisting the individuals in the proper methods of performing their functions.
- Performs food services functions, as required
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of:

- General health and safety procedures and practices; applicable codes, safe disposal of food items
- Procedures, methods and techniques necessary to clean and maintain healthy environments
- Standard kitchen equipment, utensils and measurement
- Sanitation practices related to handling and serving food
- Care and maintenance procedures for tools, materials and equipment
- Procedures for safe use and storage of supplies, and materials
- Interpersonal skills using tact, patience and courtesy
- Proper lifting techniques
- Oral and written English communication skills

Ability to:

- Perform all essential functions of the position with limited supervision.
- Provide general work training and guidance to other food service employees
- Meet District standards of professional attitude

