



JOB DESCRIPTION FOOD SERVICE WORKER I

Position Title: Food Service Worker I
Salary: Classified Hourly Schedule Range 13
Calendar: 9.5 Months
Reports to: Administrative Director Food Services

DEFINITION

Under the direction of the Administrative Director Food Services and guidance of the Kitchen Manager, assist in quantity preparation and serving of foods at an assigned school site; maintain food service facilities, equipment and utensils in a clean and sanitary condition; perform cashiering duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in quantity preparation and serving of foods at an assigned school site; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned.
- Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; assist in the receipt, storage and rotation of food items and supplies in storage areas; assist with meal counts and inventories as directed.
- Perform cashiering duties as assigned; count money and make correct change; distribute, collect, sort, count, scan and mark lunch tickets; balance and verify cash drawers; prepare bank deposits as directed; utilize a computer to perform transactions and input data as assigned.
- Prepare entrees, fruits, vegetables, sandwiches, salads, meats, pizza, eggs, cereal, breads, desserts, dressings and other assigned foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary; assemble sack lunches as assigned.
- Communicate with students and staff to exchange information; notify students of meal portion and nutritional standards as appropriate.
- Operate standard food service equipment such as slicers, ovens, can openers, food carts and warmers.
- Maintain various routine records related to assigned activities as required.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed below.

KNOWLEDGE OF:

- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- Oral and written communication skills.
- Basic math and cashiering skills.
- Proper lifting techniques.
- Basic record-keeping techniques.

ABILITY TO:

- Assist in quantity preparation and serving of foods at an assigned junior high or high school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Perform cashiering duties as assigned.
- Learn to operate a computer as required.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate and assemble food items.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written instructions.
- Make basic math computations.
- Maintain routine records related to work performed.

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment.
- Subject to heat from ovens.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.
- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.