

South Pasadena Unified School District
Position Description

Title:	Food Service Worker III	Reports to:	Assigned Supervisor
Department:	Food Services	Classification:	Classified
FLSA:	Non-Exempt	Salary Grade:	Range 35

DEFINITION

Under the supervision of the Director of Child Nutrition, this individual performs skilled functions and activities in preparing, cooking, serving, selling, baking food service products and items in large quantities; assists in leading of food service personnel and in the maintenance of a food service facility in an orderly, safe and sanitary condition; and completes other related work as required.

CLASSIFICATION CHARACTERISTICS

This position is the third tier classification in the food service worker job family. A Food Service Worker III performs well-defined and routine work in accordance with standard procedures and established work schedules, accepting more responsibility for assignments as directed by the supervisor. Incumbents in this class begin to supervise other kitchen staff, and can serve in the capacity of a lead worker. Workers in this classification have in-depth knowledge of the safety, sanitation, food preparation processes, health and legal requirements that govern a school food preparation facility and are responsible for compliance of the facility in these regards.

Representative Duties: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Prepares cooks and bakes a variety of foods, including cookies, salads, vegetables and a variety of entrees.
- Prepares salad greens and vegetables and sets up a salad bar or serving area.
- Reviews recipes and menus, and estimates needed ingredients and the time required for cooking and baking a variety of foods and baked goods.
- Assists in the receiving, inspecting, wrapping and storing of foodstuffs, supplies and materials.
- Assists in inventory control and in the requisitioning of foodstuffs, supplies and materials.
- Leads and coordinates the activities of food service personnel in the maintenance of the food service facility and equipment in an orderly, clean, safe and sanitary condition.
- Maintains records and prepares reports as required.
- May assist in the training of food service personnel and student assistant.
- Assists in the cleaning, storage and sanitation of all related food service areas and equipment.
- Assists in the setting up of food preparation lines.

- Heats, sets up, sells and serves hot and cold food, salads, beverages, desserts and snacks to students and faculty.
- Assists in maintaining inventory control and operational records.
- Acts as a cashier, including counting cash receipts and maintaining simple records, using computerized software.
- Complete other related duties, as assigned and needed.

MINIMUM QUALIFICATIONS:

- Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Two years of quality food preparation, service and kitchen maintenance functions in a commercial, institutional or school food service facility.

Minimum Education:

High School Diploma or equivalent to the completion of the twelfth grade.

Training in food preparation, safety, sanitation, or other related areas is highly desirable.

Licenses/Certificates

- Serve-safe certification desired

Knowledge of:

- Basic methods, procedures and techniques of cooking, baking, salad making and the preparing and serving foods in large quantities.
- Standard food service terminology, appliances and equipment;
- Sanitation and safety practices and procedures;
- Arithmetical calculation processes, simple record keeping procedures, report development procedures and standard measurement procedures;
- Lunch and breakfast program requirements;
- Nutrition, dietary requirements and alternative food sources;
- Basic computer skills and the ability to learn various software programs.

Ability to:

- Skillfully cook, bake and prepare foods and salads in large quantities;
- Adhere to standard menus and recipes in the preparation of foods and services;
- Adhere to large quantity food production and preparation standards;
- Lift and transport foodstuffs, materials and supplies;
- Operate a variety of food service equipment;
- Collect money and make change accurately;
- Work quickly and efficiently;
- Understand and carry out oral and written directions;
- Supervise, lead and coordinate the work of others;
- Establish and maintain cooperative working relationships.

WORKING CONDITIONS:

Environment:

- Indoor, kitchen setting
- Work on surfaces that are flat and stable 3 - 5 hrs/day
- Work on surfaces that are slippery and wet less than 1 hr/day
- Work on surfaces that are uneven or on an incline less than 1 hr/day
- Contact with blood-borne pathogens and other potentially infectious materials

Physical Requirements:

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
 - Persons performing service in this position classification will exert 10 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move an object.
 - This type of work involves walking or standing for extended periods of time with some bending, squatting, twisting, reaching and stooping.
 - Perceiving the nature of sound, near and far vision, depth perception, providing oral and written information, the manual/finger dexterity to operate food service related equipment, and handle and work with various materials and objects that are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.