

CHURCHILL COUNTY SCHOOL DISTRICT

FOOD SERVICE WORKER

FSLA: Non-Exempt

Created: 08/2004

Last Revised: 03/2018

DEFINITION

Performs moderately difficult work in a food service environment, involving cooking and preparing food and assisting in the management operation within a school site including; planning, organizing and preparing quality meals that are served in a safe, sanitary, nutritious, and appealing manner. To maintain food service facilities, equipment and utensils in a clean and sanitary manner; and to lead food service staff in the absence of the site Food Service Manager.

SUPERVISION RECEIVED AND EXERCISED

Work is performed under the general direction of the Director of Dining Services. The employee is expected to exercise initiative and judgment in planning and organizing work, to include completing assignments. May provide functional and technical supervision to Food Service staff in the absence of the site Food Service Manager.

ESSENTIAL FUNCTIONS – *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Prep work including, washing, peeling, cutting, and seeding vegetables and fruits along with weighing and measuring designated ingredients.
2. Carries pans, kettles, and trays of food to and from workstations, stove, and refrigerator while maintaining all safety standards.
3. Properly stores foods in designated areas following wrapping, dating, and food safety and rotation procedures.
4. Distributes supplies, utensils, and portable equipment.
5. Utilizes approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control.
6. Serves customers in an efficient and friendly manner following outlined steps of service.
7. Interacts with co-workers to ensure compliance with District service standards, and inventory and cash control procedures.
8. Assures compliance with all sanitation and safety requirements.
9. Collects meal money; enter money into computer system and balances each day. May deposit money in bank.
10. Maintains food service facilities and equipment in a clean and sanitary manner.
11. Assists in catering activities.
12. Receives deliveries and stores in appropriate location after verifying contents.
13. Monitors confidential list of students with food allergies/medical problems.

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14. Organizes and directs the work of other food service employees in the absence of the site Food Service Manager.

QUALIFICATIONS – *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of:

- Modern methods of preparing and serving a variety of foods and beverages in large quantities;
- Principles of sanitation, health and safety practices, and proper cleaning methods;
- Institutional kitchen utensils, and equipment; and
- Basic mathematical principles.

Skills to:

- Communicate clearly and concisely, both orally and in writing;
- Train and guide food service personnel in performing their functions; to include cafeteria equipment in a safe and efficient manner;
- Operate typical office equipment; such as telephones, copier, fax machine, and email

Ability to:

- Operate cafeteria equipment;
- Shred, chop, assemble and mix foods; perform light to moderate lifting; stand for long periods of time;
- Provide lead supervision to food service staff in the absence of the site Food Service Manager;
- Maintain accurate records and prepare reports;
- Perform basic mathematical calculations quickly and accurately;
- Establish and maintain effective working relationships with those contacted in the course of work.

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EXPERIENCE AND TRAINING GUIDELINES – *Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

Experience:

One (1) year of food service experience, preferable in a school food service operation.

Training:

Possession of a high school diploma or its equivalent (GED), supplemented by experience in food preparation, nutrition, sanitation, or closely related field.

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Required Certifications and Licenses:

Possession of a Food Safety and Sanitation Certificate.

Physical and Mental/Intellectual Requirements: *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Dexterity and coordination to handle various types of kitchen equipment. Hearing ability in order to listen to verbal orders and instructions. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. Strength and ability to lift up to 50 pounds at times.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

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PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing				X
Walking				X
Bending/Stooping/Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing				X
Lifting &/Or Carrying objects: 50 Pounds or 1/3 Bodyweight			X	
Pushing	X			
Pulling	X			
Grasping/Gripping				X
Handling				X
Applying Torque (arms)				X
Fine Manipulation				X
Repetitive Work				X
Weight Barring				X
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:	X			
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises			X	
Heights	X			

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Confined Spaces			X	
Heat Stress				X
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste			X	
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision	X			
Far Vision				X
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				X

Working Conditions: Work is performed under the following conditions:

Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

Employee's Acknowledgment: *I acknowledge that I have read the above job description and have received a copy for my records.*

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____