

MILLARD SCHOOL DISTRICT
Classified Employee Job Description
January 2008

Job Title: FOOD SERVICE WORKER

Department: School Foods

Lane: 1

Location(s) of Job: Schools

GENERAL FUNCTION

Under the supervision of the **Food Service Manager**, the **Food Service Worker** prepares, cooks and serves meals; cleans dishes, utensils, laundry, serving areas, etc.; and may assist with cashiering and recording of students served.

ORGANIZATION STRUCTURE

Job Title: Food Service Worker

Jobs Reporting to this Title: None

Supervisor's Title: Food Service Manager

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares foods for meals according to safe food handling guidelines:
 - a. Gets groceries out of freezer and storage room.
 - b. Slices meats, tomatoes, etc. for serving lines.
 - c. Prepares salads.
 - d. Washes and prepares vegetables and fruits.
 - e. Prepares meats and main dishes; according to recipes.
 - f. Makes, rolls out and bakes bread, cinnamon rolls, biscuits, etc. May bake items for special meals.
 - g. Makes sauces for all lines (fry sauce, sandwich spread, barbeque sauce, etc.).
 - h. May prepare sack lunches for students on field trips.

2. Prepares and services lines
 - a. Fills containers and sets out condiments.
 - b. Sets out trays, utensils, gloves, etc. for serving. Refills cup, lid, and napkin holders. Counts trays for serving lines.
 - c. Brings food to lines for servers (e.g., takes foods from ovens, carries to line, places more trays in oven).
 - d. Fills milk cooler.

3. Daily cleans and sanitizes kitchen and cafeteria areas
 - a. Fills dishwasher and tubs for silverware.
 - b. Washes trays and pans in sink or dishwasher
 - c. Cleans laundry area and bathroom
 - d. Cleans and sanitizes cafeteria tables
 - e. Washes laundry and folds dish towels.
 - f. Wipes down and disinfects work areas before and during use.
 - g. Sweeps, mops and empties garbage.

4. Serves food on lines.

5. Cleans according to cleaning schedule (daily, weekly or monthly duties).

6. Reports to manager daily use of food and supplies.

7. Assists manager by monitoring and supervising students in the cafeteria, serving line, or kitchen.

8. Prepares special foods for programs when requested. Prepares required foods for students with dietary restrictions.

9. May be assigned to bring out and/or operate computer; balance tray count, money and computer count.

10. Attends training sessions as requested by manager, supervisor or principal.

MARGINAL FUNCTIONS

1. Changes menu or bulletin boards.
2. Performs minor maintenance on kitchen equipment.
3. May be assigned to assist with record keeping or to assume other managerial responsibilities, in absence of manager.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbent are required to perform other related functions as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements – Not limited to the following:

1. Physical ability to perform the essential functions listed above with or without reasonable accommodation.
2. Physical, mental and emotional requirements will be developed when needed for purposes of reasonable accommodation.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with requirements of the job.

Educational Requirements:

Ability to read, write and perform basic mathematical calculations.

Knowledge & Ability:

1. Knowledge of food preparation and sanitation.
2. Interpersonal skills required to work effectively with student, other food service personnel, and school staff and teachers.

Job-Related Experience:

1. None required.

Licenses/Certification:

1. Food Handlers Permit required, after hiring.

Machines, Tools & Equipment Used:

- Cooking supplies and commercial equipment (mixers, steam jacket kettle, skillet, meat slicer, steamer, deep fat fryer, commercial dishwasher, steam tables, warming oven, gas stove, etc.
- Computer, calculator, copy machine and other office equipment if assigned as cashier.