

Job Title: **FOOD SERVICE WORKER**
Reports to: Food Service Manager
Dept/School: Food Service Department
Wkly/Hrs Worked: 30 Hours
Wage/Hour Status: Non-Exempt
Date Revised: July 23, 2018

Primary Purpose

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, safety practices and Customer Service.

QUALIFICATIONS

Education/Certification

Current City Food Handler's permit

Special Knowledge/Skills

Ability to understand food preparation and safety instructions

Ability to read menus, recipes, and production records

Ability to perform basic arithmetic operations

Ability to promote teamwork and effectively communicate with fellow staff, students, administrators, and parents

Experience

Some experience in food preparation

MAJOR RESPONSIBILITIES AND DUTIES

Food Preparation and Serving

1. Assist in preparing quality food according to a planned menu of tested, uniform recipes.
2. Assist in storage and handling of food items and supplies, maintain clean and organized storage area.
3. Assist with serving food according to meal schedules, departmental policies, and procedures.
4. Practice and promote portion control and proper use of leftovers.
5. Stock serving areas including serving line, salad bars, milk boxes and assist fellow workers as situations arise.

Safety and Sanitation

6. Operate tools and equipment according to prescribed safety standards.
7. Follow established procedures to meet high standards of cleanliness, health, and safety.
8. Keep garbage collection containers and areas neat and sanitary.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
10. Maintain personal appearance and hygiene.

Other

- 11. Help check in groceries and store appropriately if requested by manager. Maintain a clean and organized storage area.
- 12. Ensure ovens, stoves, and all equipment used for cooking is cleaned on a daily basis.
- 13. Assist in maintaining daily food production records.
- 14. Perform other duties as assigned by Supervisor.
- 15. Maintain daily food production records.
- 16. Promote teamwork and interaction with fellow staff members and foster a positive work environment.
- 17. Maintain confidentiality of information.
- 18. Follow established Food Service Standard Operating Procedures.

Supervisory Responsibilities

None

EQUIPMENT USED

Large and small kitchen equipment and tools including electric slicer, mixer, sharp cutting tools, oven, dishwasher, and food and utility cart.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting 10-15 lbs frequently, 35-40 occasionally, more than 40 lbs frequently, and carrying; exposure to extreme hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____