

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: FOOD SERVICE WORKER

DEPARTMENT: FOOD SERVICE

REPORTS TO: DIRECTOR OF NUTRITION SERVICES

DEFINITION:

Under supervision, the food service worker performs routine tasks in assisting in the preparation and serving of all foods in the cafeteria; maintains food service areas, facilities, and equipment in a clean and sanitary condition; maintains a variety of records and prepares reports; and to do other related work as required. The food service worker assists in preparing all foods as required by the breakfast, lunch and snack programs, special events, and/or assignments.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Participates in the preparation, cooking and baking of a variety of meat and vegetable dishes and baked goods utilizing prepared menus and recipes
- Determines, according to the size of the group to be served, quantities of ingredients needed in the preparation of different types of baked and cooked goods according to prepared recipes
- Cleans and prepares food for cooking
- Reviews quality and portion control, and the wrapping, arranging and storage of food to ensure the efficient use of foodstuffs and supplies
- Cut, peel, and prepare fruits, vegetables, and other foods for cooking
- Operate all food preparation equipment in a safe manner
- Assists in the planning and preparation of banquets and catering; prepares food, gathers needed serving items and delivers
- Serve and prepare, as needed, all food required in the food service program
- Cleans and maintains staff dining area
- Prepares meals for students with special diet accommodations as needed
- Takes quarterly, monthly and daily inventories of food and supply items
- Maintains simple inventory
- Deliver food to satellite facilities and off site locations
- Requisitions foodstuffs and supplies
- Receives, inspects and confirms the quantity and quality of items delivered
- Operates cash register terminals
- Ensures that work areas are maintained and operated in a safe and sanitary manner; monitors conditions and procedures at all times
- Stocks vending machines
- Load and operate dishwasher; breakdown, clean and sanitize daily
- Wash and clean equipment, food preparation areas, and cafeteria tables, while maintaining the highest possible standard of sanitation

- Maintains the food service facility (including snack bar) and equipment in a clean, safe and sanitary condition
- Checks locked doors and windows, checks lights
- Cooperate and communicate with other school staff and students to promote a positive school climate
- Assists in the orientation and in-service training of food service personnel
- Collects monies and reconciles tills
- Counts daily monies and prepares daily deposits
- Performs other related duties as required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- All essential duties
- Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities
- Sanitation and safety practices and procedures
- Kitchen cleaning materials, methods and hygienic practices
- Standard cafeteria appliances and equipment
- Basic arithmetic, record keeping, and money handling
- Methods and procedures for receiving and storing of foodstuffs and supplies
- Personnel motivation methods and techniques

ABILITY TO:

- Prepare and serve a variety of foods in large quantities
- Lift moderately heavy containers of food and material
- Adhere to USDA lunch and breakfast program nutritional guidelines and requirements
- Perform simple arithmetical calculations
- Handle money and make change on computerized and Point of Sale registers
- Compile data and prepare clear and concise reports
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing service in this position classification will exert 10 to 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- This type of work involves constant movement within the work area, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

ENVIRONMENT

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, and caustic chemicals.
- The employee is occasionally exposed to wet and/or humid conditions.
- The employee is exposed to heat.
- The noise level in the work environment is usually loud.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Two years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or school food service setting.

EDUCATION

- Equivalent to the completion of high school, supplemented by training or coursework in nutrition, quantity food preparation, menu planning, safety, sanitation or other closely related areas.

LICENSE REQUIREMENT

- California Driver's License
- Safe Serv Certificate