

**WESTPORT COMMUNITY SCHOOLS  
WESTPORT, MASSACHUSETTS**

**JOB DESCRIPTION**

**TITLE:**                   **Food Service Staff**

**QUALIFICATIONS:**

1. High School Diploma or equivalent required.
2. Ability to perform tasks requiring an ordinary degree of skill in the preparation and serving of food as well as other tasks required for the operation and sanitary maintenance of a food service facility or area.
3. Physical strength necessary to perform lifting, carrying and stocking inventory.
4. Ability to learn the operation of all food service equipment including but not limited to electronic cash registers/Point of Sales System.
5. Demonstrates personal grooming and cleanliness suited to working in a food service facility.
6. Ability to work cooperatively with others and maintain a positive attitude.
7. Perform work with speed, accuracy and top quality.

**The School Committee reserves the right to waive any of the above in the best interest of the school system.**

**REPORTS TO:**           Cafeteria Manager

**JOB GOAL:**

To serve patrons attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and *friendliness*.

To ensure the smooth and efficient operation of the cafeteria for the ultimate health, comfort, and benefit of its patrons.

**FAIR LABOR STANDARDS ACT CLASSIFICATION:**

Nonexempt

**PERFORMANCE RESPONSIBILITIES:**

Only representative duties are described. Additional related details and miscellaneous duties will be required in the performance of this job.

1. Assists in the preparation and serving of all food to patrons in an efficient and pleasant manner.
2. Operates all food service equipment, sets up serving counters, stocks vending machines.
3. Assists in washing and sanitizing pots, pans, and utensils.
4. Assumes responsibility that during meal service periods the supply of food offered is replenished as necessary.
5. Assists in daily cleaning and sanitizing of kitchen, cafeteria serving area and dining tables.
6. Assists in selling tickets and/or tokens.

7. Assists in preparing bank deposits.
8. Receives, checks, dates and rotates deliveries of food and other supplies. Stores foods properly in refrigerators, freezers and storage rooms. Assist in the taken of inventories, cashiering, and maintaining simple records.
9. Records and documents food temperatures. Sanitizes all equipment, counters and sinks with the proper chemicals approved by the Board of Health.
10. Maintains the highest standards of safety and cleanliness in the kitchen.
11. Is ever cautious about safe, proper, and efficient use of all kitchen equipment.
12. Maintains professional competence through attendance at in-service education activities provided by the District and/or the Student Services Coordinator.
13. Regular, reliable attendance.
14. Performs such other tasks and assumes such other responsibilities as the Cafeteria Manager may from time to time assign.

**LANGUAGE SKILLS:**

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a kitchen setting where noise level in the work environment is usually moderate. This position also requires an individual to work in a school cafeteria setting where the noise level in the work environment can be moderately high.

**TERMS OF EMPLOYMENT:**

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

**EVALUATION:**

Evaluation will be in accordance with district policy and collective bargaining agreements.

**Approved by:** Westport School Committee **Date:** January 19, 2011  
**Revised:** February 29, 2016

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_