

JOB TITLE: FOOD SERVICE WORKER I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in the serving and preparation of large quantities of food items and to maintain food service equipment and facilities in clean and sanitary conditions. Employees in this classification may receive coordination from a Food Service Coordinator and within a well-defined framework of standard policies and procedures. This job class provides cleaning and serving functions as well as assisting in the more technical areas of food service operations as assigned.

TYPICAL DUTIES

- Prepares foods such as sandwiches, salads, salad dressings, etc.
- Assists in the preparation of main dishes, baking, etc.
- Cleans serving counters, tables, chairs, food containers and other equipment
- Operates dishwasher and washes trays, plates, utensils and other serving equipment
- Assists in setting up steam tables for food service
- Stores kitchen equipment, food, and other supplies
- Serves food to students and faculty
- Takes money, punches lunch tickets, and makes correct change
- May submit sales report
- Packs lunches for distribution
- Portions food into individual servings that meet federal and state guidelines
- Oversees student helpers
- Assists other food service employees as needed to ensure that food is prepared on time and in a safe and sanitary manner
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of basic mathematical calculations
- Skill to learn the basic procedures, methods, and equipment used in the preparation and serving of large quantities of food
- Skill to learn proper sanitation and safety requirements for institutional food service operations
- Skill to learn to operate assigned food service appliances and equipment in a safe and effective manner
- Skill to understand and follow directions
- Skill to read at a sufficient level to perform required duties successfully
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to maintain effective work relationships with those contacted in the performance of required duties