

**JOB TITLE: FOOD SERVICE WORKER III**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assist in coordinating the operations of a central kitchen and to participate in all aspects of preparing, serving, packing and transporting of state and federally approved meals. Employees in this classification receive general supervision from a Food Service Coordinator and within a framework of standard policies and procedures. Employees in this classification may oversee and coordinate the work of others. This job class performs technical and routine institutional food service functions as well as possessing the capabilities to coordinate those functions when the need arises.

**TYPICAL DUTIES**

- Assists in preparing a wide variety of foods in large quantities
- Bakes or assists in baking large quantities of rolls, breads, cookies, desserts, etc.
- Assists in setting up serving counters, utensils, trays, appliances, equipment, areas of preparation, etc.
- Assists in packing meals/food for safe and timely distribution
- Assists in serving on-site meals
- Assists in planning and ordering necessary food and non-food items for Central Kitchen operations and proper leftover utilization
- Assists in preparation of daily sales reports, work production worksheets, and other record keeping; collecting necessary information from satellite cafeterias
- Assists in maintaining inventory control, records, and keeping storeroom clean and orderly
- Washes and cleans kitchen equipment, utensils, and work/serving areas
- Sells lunch tickets, collects money, and keeps records as assigned
- Oversees and coordinates the work of others including students; training staff in the safe and efficient food preparation and equipment utilization as assigned
- Operates a variety of institutional kitchen appliances/equipment in a safe and effective method
- Performs other job related duties as assigned

**MINIMUM QUALIFICATIONS**

- Knowledge of the proper procedures, methods, and equipment used in the preparation, cooking, packaging, and serving of large quantities of food
- Knowledge of proper food service sanitation and safety requirements
- Knowledge of basic mathematics
- Skill to understand and follow directions
- Skill to read and write at a sufficient level to perform required duties successfully

**FOOD SERVICE WORKER III**  
MINIMUM QUALIFICATIONS cont'd

- Skill to perform accurate addition, subtraction, multiplication, and division for recipe modification, record keeping, statistical reports, etc.
- Skill to learn to coordinate a large food service operation and meal distribution program
- Skill to oversee and coordinate the work of others
- Skill to maintain simple records and prepare routine reports
- Skill to cook and bake large quantities of food items
- Skill to operate and maintain a variety of commercial food service appliances/equipment in a safe and sanitary manner
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties