



Hickman Community Charter District

JOB DESCRIPTION

Substitute Food Service Staff

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Demonstrated aptitude for work to be performed.
3. Reading: Must be able to read and understand ingredient and chemical labels, warnings, recipes and production information written in English.
4. Reasoning: Must be able to determine the effect of ambient conditions (temperature, humidity, etc.) on final food product and adjust preparation accordingly. Applicant must be able to handle a frequent change of task.
5. Communication Skills: Must be able to make fellow employees aware of potential safety problems. Applicant must be able to work as a team member.
6. Overall Physical Demands: The job requires occasional exertion of a heavy force of up to 50 pounds and/or frequent exertion of a medium force of 21 to 40 pounds. It is usually necessary to frequently stand, walk and transport objects. Repetitive motions.

REPORTS TO:

Food Service Manager

PERFORMANCE RESPONSIBILITIES:

1. Daily, serve and prepare breakfast and lunch.
2. Count student meals and inventory as needed.
3. Keep manager informed for ordering purposes.
4. Set up food on serving lines and/or steam tables and serve meals or meal components.
5. Maintain a clean and sanitary facility capable of satisfactorily passing a health inspection.
6. Store or dispose of excess food properly.
7. Sweep and mop kitchen floors daily. Pull up mats and mop under twice a week.
8. Wash, sanitize, and store dishes, tableware, and kitchen utensils; sweep kitchen area, line trash cans, scrub counters, tables, and chairs.
9. Operate and clean all kitchen equipment such as ranges, ovens, steamers, tilting skillets, mixers, slicers, and dishwashing machines
10. Follow principles of sanitation and kitchen safety.
11. Performs other related duties as required.
12. Demonstrate good personal appearance and cleanliness in work habits.
13. Maintain a positive work atmosphere by behaving and communicating in a manner so that you get along with students, vendors, co-workers, and supervisors.
14. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all employees.

ENVIRONMENTAL DEMANDS:

This job involves exposure to cold working conditions for periods up to 15 minutes: exposure to hot working conditions for lengthy periods of time: exposure to noise sometimes requiring workers to shout to be heard above the ambient noise level; and work areas are often filled with cooking odors and vapors.

PROTECTIVE EQUIPMENT REQUIRED OR RECOMMENDED:

Disposable gloves, masks, non-skid shoes, safety glasses, hot pads, aprons, and hair nets.

Rev October 16, 2017, Rev September 17, 2021