

NAME:

TITLE: Foodworker

- QUALIFICATIONS:**
1. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day
 2. Is able to work in warm surroundings.
 3. Has manual dexterity to handle knives and other pieces of kitchen equipment such as slicers, mixers, choppers, and scales.
 4. Is able to lift materials weighing up to 45 pounds.
 5. Must be able to understand and standardize recipes.
 6. It is recommended that each Foodworker complete the Basic School Food Service Short Course, and attend workshops and meetings to further their education.

REPORTS TO: Food Service Manager

JOB GOALS: A Foodworker performs work designated under the supervision of the manager.

TERMS OF EMPLOYMENT: 9 month contract at hourly rate subject to 30 day notice

EVALUATION: Performance of this job will be evaluated in accordance to the procedure established by the Food Service Director and the expectations relating to the position goals and performance responsibilities.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i>	<i>Needs</i>	
<u>Expectations</u>	<u>Emphasis</u>	
_____	_____	1. Assist in preparing foods, including main dish and baking, and prepare vegetables and fruits.
_____	_____	2. Assist in setting up service areas.
_____	_____	3. Assist with the cleaning and storing of eating utensils, pots, pans, and other kitchen equipment. Folding and handling of laundry.
_____	_____	4. Assist in the portioning and serving of food items.
_____	_____	5. Assist the head cook with daily records, ordering of foods, and storing food items properly.
_____	_____	6. Learn to work with the recipes, and assist in keeping a record of supplies used daily.

Meets
Expectations

Needs
Emphasis

_____	_____	7.	Assist in taking charge of a department in the absence of the cook.
_____	_____	8.	Assist in some cooking or baking in preparation for advancement to cook.
_____	_____	9.	Prepare sandwiches, sandwich fillings, and cutting of buns.
_____	_____	10.	Assist as cashier.
_____	_____	11.	Use various pieces of kitchen equipment such as dishmachines, slicers, choppers, ovens, and other cooking equipment.
_____	_____	12.	Assist with the cleaning in the kitchen and lunchroom. (May include the day prior and the day after school closing.)
_____	_____	13.	Perform other duties as directed by Manager/Supervisor.
_____	_____	14.	Practice safety first.
_____	_____		Attendance
_____	_____		Punctuality
_____	_____		Dependability
_____	_____		Relationship with Other Personnel
_____	_____		Relationship with Students/Public
_____	_____		Quality of Work
_____	_____		Cooperation
_____	_____		Work Habits (Neatness, Speed, Etc.)
_____	_____		School Ethics (Confidentiality, Loyalty)
_____	_____		Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____