

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Worker II

DEPARTMENT: Food Services

POSITION SUMMARY: Under general supervision of the Director of Food Services or designee the Food Service Worker II assists with and monitors the preparation, serving and transporting of hot and cold foods to school sites and/or on-site cafeterias, snack bars, central kitchens or schools. In the absence of the Food Service Supervisor, the Food Service Worker II acts as designee to ensure the safe and effective operation of all kitchen areas. The Food Service Worker II supports kitchen staff to ensure that all kitchen areas are maintained in a clean and sanitary environment, and that all food service equipment and supplies are maintained, stored and cleaned in a sanitary manner. This is a ten month position.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of food and serving or packaging of food to food service customers.
2. Sets up and serves hot and cold food, beverages and other foodstuffs at serving lines in accordance with the meal pattern requirements for the National School meal and snack programs.
3. Coordinates kitchen work activity to ensure that all equipment and supplies are available to production staff to meet customer needs and meal program requirements.
4. May assist in the training and direction of Food Service Worker employees.
5. Assists in ordering, cleaning, and storing of cafeteria food and non-food supplies.
6. Cleans pots, pans, and other equipment and maintains food preparation and kitchen work areas in a safe and sanitary environment.
7. Arranges for proper storage and use of all food and non-food supplies, and that all foods are served and stored in compliance with safe and sanitary regulations per local and state health codes.
8. Completes all documents required by State, Federal and Food Service guidelines including but not limited to meal production sheets, transportation records, inventories and other related records.
9. Operates and maintains food service equipment.
10. Cleans and sanitizes tables and chairs in the cafeterias.
11. Follows standardized recipes and adjusts amounts to meet daily meal participation requirements.
12. Attends Food Service Department meetings and training sessions as required.
13. Assists Food Service Supervisors to monitor serving kitchens and maintain standards required by the United States Department of Agriculture and the California Department of Education.
14. Assists with organizing the tasks of student workers that provide services in the school cafeterias.
15. Collects and counts all monies generated at points-of-sale at sites, and assists with deposits and daily summaries.
16. Transports food and supplies as needed, which may include use of personal vehicle at employee's discretion.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other Food Service related duties as assigned.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. One year of successful work experience in food service institutional meal preparation preferred. College credit in related course work preferred. Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment. Must pass District pre-employment physical. Valid California driver's license required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of quantity food preparation, proper food handling and storage techniques for hot and cold foods and related food items.
2. Knowledge of sanitation principles applicable to serving and storing of food.
3. Ability to operate and maintain food service equipment to health and safety standards.
4. Ability to coordinate the work of Food Service Worker staff to maintain a safe and effective kitchen.
5. Ability to estimate quantities of supplies needed to meet customer demands and keep the Food Service program functioning economically.
6. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
7. Ability to operate standard office equipment and perform basic computer skills needed at point-of-sale.
8. Ability to assist with Food Service Department record keeping.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Lift and/ or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

The Food Service Worker II will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet

uniform requirements, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required.

DAYS OF SERVICE: 181

SALARY: Classified Range 28

BOARD APPROVED: 1/14/2014
Revised: 12/13/2016
9/13/2022