

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** FOOD SERVICE WORKER

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**BASIC FUNCTION:**

Under general supervision, performs general food service duties as assigned: such as the preparation, packaging, serving and/or distribution of food in the District's Nutrition Center or at a school site kitchen; maintains facilities in a neat, clean, safe and sanitary manner; performs other related work as required. Maintains cash drawer and makes change; operates computerized point of sale equipment; prepares daily cash and sales reports; performs other related work as required.

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**DISTINGUISHING CHARACTERISTICS:**

The class of Food Service Worker is an entry level classification that may be assigned to work at either the Nutrition Center or a school site kitchen and is primarily responsible for the preparation and serving of food. The class of Lead Food Service Worker is generally assigned to work at school site kitchens with food preparation capabilities: performing the more specialized cooking and food preparation functions under the direction of a Lead Cook or Cook.

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**ESSENTIAL DUTIES:**

Serves students and staff at an assigned school site, or provides assistance to skilled food service personnel at the Nutrition Center.

Assures foods served are the correct temperature and meet School Breakfast Program and/or National School Lunch Program requirements.

Adjusts food counts according to customer choices.

Cleans work areas, and disposes of refuse.

Assists in maintaining kitchen and equipment in a clean, safe and sanitary condition.

Works cooperatively with site, staff, administration and community members.

Washes and stores dishes, kitchen utensils and assigned equipment.

May set up steam tables, salad bars, condiment tables, and other kitchen equipment for dispensing foods.

May assist in the preparation of food products, involving such activities as preparing sandwiches, mixing salads, and preparing fruits and vegetables.

Makes calculations and completes simple record-keeping forms.

May operate computerized point-of-sale equipment; counts money and makes change.

Suggests trying new foods in the cafeteria.

Promotes salad bar choices/teaches salad bar techniques.

Encourages fruit/vegetable intake in cafeteria.

**OTHER REPRESENTATIVE DUTIES:**

May assist in the operation of kitchen equipment, such as openers, mixers, ovens, etc.

May assist in the packaging of products, and/or loading/dispatching of food carts.

May operate a computer.

May train and direct student workers in the serving and sale of food items, as well as the cleaning of table tops.

May collect cash and make change for food served to students and staff.

May occasionally assist in the duties relating to outdoor food service such as BBQ's.

Encourages healthier alternatives at snack/lunch time.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to, receives direction from, and is evaluated by the Director, Child Nutrition and Food Service Programs, the Assistant Director, Child Nutrition and Food Service Programs, or the Food Service Operations Supervisor.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel

External Contacts: May have some contact with parents or community members at the school or work site.

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**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper use and care of basic kitchen equipment and utensils.

Basic arithmetic, including addition, subtraction, multiplication and division in all units of measure.

Fundamentals in the preparation of food(s).

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Basic principles of sanitation and safety, personal and institutional hygiene.

Simple computer operation.

Cash accounting and record-keeping systems.

### ***ABILITY TO:***

Follow both oral instructions and written directions.

Learn to operate and clean food service equipment.

Work rapidly and efficiently in the performance of assigned tasks.

Learn to prepare cooked food and baked goods.

Assist food service personnel in the preparation, service and distribution of large quantity of food.

Make simple arithmetic calculations and maintain simple records.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work courteously and tactfully with co-workers, students, staff and community members.

Operate a computer.

Communicate effectively with staff, students, teachers and on-site personnel.

Count money and make change accurately.

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### **EDUCATION AND EXPERIENCE:**

Education: Any Combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency.

Experience: Some experience working in food services and with computers is desirable. Work history which indicates an ability to work regularly, on time and perform effectively.

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### **PHYSICAL DEMANDS:**

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from carts and steam tables. Perceiving the nature of sound, near and far vision, depth perception, providing oral information. The manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**WORK ENVIRONMENT:**

Works in a noisy school kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator, and refrigerated milk cooler, with routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

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**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License

A reliable vehicle available for use in the performance of the duties and responsibilities assigned to this classification.

Within the first year of employment, must obtain Food Safety Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to the expiration date.

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| PREPARED BY: | Classified Personnel Department | DATE: 5/93    |
| APPROVED BY: | Board of Trustees               | DATE: 6/3/93  |
| AMENDED BY:  | Board of Trustees               | DATE: 2/5/04  |
| APPROVED BY: | Personnel Commission            | DATE: 6/15/93 |
| REVISED BY:  | Personnel Commission            | DATE: 2/24/04 |