



DERRY TOWNSHIP SCHOOL DISTRICT

POSITION GUIDE

Position Title: Food Service Worker

Department: Food Service

Group: HESPA

Reports to: Director of Food Services

Date: May 31, 2018

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- *prompt responsiveness to inquiries*
 - *professional and courteous verbal and nonverbal communication*
 - *proactive problem solving*
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- Practice personal hygiene and proper sanitation procedures.
 - Turn on, test and monitor equipment at the beginning of the day.
 - Food preparation according to written and oral instructions.
 - Serve breakfast, lunch and a la carte items.
 - Handle cashiering responsibilities including food ala carte items and prepayments. Replenish food and maintain clean serving areas.
 - Monitor food and equipment temperatures at all times.
 - Exhibit courtesy and understanding to staff and customers.
 - Perform dishwashing duties of cooking, serving and eating utensils tools.
 - Set up and break down of serving areas.
 - Receive, stock and rotate incoming and outgoing inventory.
 - Participate in formal and informal training.
 - Demonstrate knowledge of sanitation practices.
 - Exhibit the professional behavior.
 - Perform preparation duties for the next day.
 - Maintain a neat, clean and safe work environment.
 - Participate in marketing promotions and special events for students, adults and community.
 - Operate various food service equipment such as but not limited to the following: meat slicer, food processor, oven, fryer, and dishwasher.
 - Cleans kitchen equipment, tables, furnishings, dishes, pots and pans and other kitchen devices.
 - Perform other duties assigned by the Director of Food Service.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: High School Diploma or GED.

Certification: None

Experience: General knowledge of materials and methods used in preparing and serving meats, breads, vegetables and other foods on a large scale; general knowledge of the use or care of food preparation equipment; skill in the use of standardized and specialized kitchen utensils and equipment; ability to establish and maintain effective working relationships with associates, students and school staff; able to maintain emotional control; ability to work with others in a close fast paced environment and the ability to address customers in a pleasant, courteous manner.

Skills: Effective oral and written communication skills, and effective use of technology required.

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT

Physical Demands:

Activities: Sit: 5%
Walk/stand: 95%
Climbing, bending, squatting, and twisting - Frequently
Repetitive movements of both hands
Grasping, reaching, handling, gripping
Pushing and pulling up to 50 lbs.

Lifting: Up to 60 lbs.

Vision: Close concentration

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve

Environment: Normal school cafeteria and kitchen environment. Local or statewide travel required.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date