

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FOOD SERVICES WORKER

DEFINITION:

Under general supervision, the Food Services Worker prepares and serves food items to students and/or school staff, as well as maintaining food service facilities in safe and sanitary condition.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.

Assists other staff as may be required for the purpose of supporting them in the completion of their work activities.

Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.

Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.

Inventories food items, condiments and supplies for the purpose of ensuring availability of items.

Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.

Prepares documentation for the purpose of providing written support and/or conveying information.

Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.

Responds to inquires of students, staff and the public for the purpose of providing information and/or direction.

Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school staff.

Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Performs catering functions such as transporting food to a specific area, set-up and post event clean-up for the purpose of assisting with catering requests.

NON-ESSENTIAL FUNCTIONS:

Assists with inventory and record keeping of supplies.

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Must obtain an ANSI approved Food Handler Certification within 10 days of employment. Once employed, Food Services Workers must maintain required food handler certification.

EDUCATION AND EXPERIENCE:

This is an entry-level assignment. There are no experience or education requirements.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and procedures for preparing and serving food in large quantities.

Hygiene, sanitation and safety practices.

Standard food service terminology, appliances, and equipment.

Basic math calculations and measurement processes.

ABILITY TO:

Work with others under a variety of circumstances.

Operate equipment using various methods of operation.

Analyze data utilizing defined and similar processes.

Schedule activities.

Gather, collate, and/or classify data.

Work with a diversity of individuals.

Problem solve to analyze issues.

Follow oral and written directions.

Communicate effectively both orally and in writing.

WORKING CONDITIONS & PHYSICAL ABILITIES:

WORKING CONDITIONS:

Indoor, kitchen or cooking environment. Incumbents in this assignment are regularly exposed to: hazardous equipment and machinery; gas and fumes; and extremes in temperature or humidity. Assignment requires working some evenings and weekends.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information.

See to perform assigned duties.

Stand for extended periods of time.

Possess dexterity of hands and fingers to operate necessary equipment.

Kneel, reach overhead, above the shoulders and horizontally, to retrieve and store supplies and use cleaning materials.

Twist, squat, stretch, stoop, bend at the waist, climb ladders.

Regularly move, push and/or lift boxes and supplies weighing up to 20 pounds.

Occasionally move, push and/or lift boxes and supplies weighing up to 50 pounds.

Keep hands in hot, soapy water for extended periods of time.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Range
10/1979	9/96, 4/04, 11/05, 07/09, 3/12, 7/15, 6/19, 09/23	10/1979	Non-Exempt	Classified Support Grade 033