

SEDALIA SCHOOL DISTRICT #200

Job Title: Food Service Employee

Job Overview

- Food service employee salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Director of Food Services, Kitchen Manager, and Kitchen Manager Asst

Qualifications

- High school graduate or equivalent
- Food handler license through the Pettis County Health Department
- Possess a valid driver's license
- Ability to organize and plan effectively
- Work well with others with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District
- Possess ability to manage resources (people, equipment, food, finances, etc.) to best meet the nutritional needs of the students and expectations of the school district
- Ability to stand on concrete based flooring for extended periods of time
- Ability to lift and move 40 lbs
- Physical ability to tolerate temperatures ranging from -10 F to 40 F for extended periods of time
- Ability to walk, move, climb, carry, bend, kneel, crawl, reach, handle, push, and pull inventory items
- Ability to operate standard food service equipment

Responsibilities and Duties

- Meal Planning and Preparation
 - Assist in the preparation, packaging, and serving of hot and cold food using standardized recipes, portion control, presentation and quality of food
 - Prepare for daily serving of meals on serving line, setting out prepared foods, replenishing as necessary
 - Maintain consistency and quality of food preparation and service, displaying pride in food being served
 - Ensures food is served at proper temperatures
- Food Safety and Sanitation
 - Practice and enforce personal hygiene and proper sanitation standards
 - Ensures the proper storage of food and supplies
 - Clean and sanitize work areas, tables, serving counters, tables, chairs, food containers, utensils, pots, pans, plates, trays, and other equipment as requested
 - Comprehensive knowledge of sanitation procedures and conditions for food preparation, food safety, service, and storage. Working knowledge of PCHC & DESE procedures and requirements
 - Organize refrigerator, freezer, dry storage food areas
 - Stock condiments, food items, paper goods, etc.
 - Assist in the storage and rotation of food, leftovers, supplies in storage areas

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- Food Service Additional Duties
 - Prepare and maintain records as requested
 - Inventory food and supplies
 - Track food for daily production logs
 - Adhere to uniform and personal hygiene requirements
 - Assumes responsibility for professional growth and keeps skills up-to-date
 - Models non-discriminatory practices in all activities
 - Perform routine mathematical calculations and make change accurately
 - Follow oral and written directions
 - Establish and maintain professional working relationship with all contacts
 - Performs other duties as assigned by the Kitchen Manager and/or Food Services Director

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.