

## **FOOD SERVICE WORKER I**

### **DEFINITION:**

Under general supervision of Food Service Director or designee, perform daily food service activities, assist in the preparation of school meals; serve meals to students and site staff. Incumbent will perform routine cleaning tasks in a school cafeteria, cooking kitchen, or production kitchen, and do related work as required.

### **QUALIFICATIONS:**

Experience: Commercial food service experience preferred

Education: Equivalent to completion of the twelfth grade

Other: Serve Safe certification preferred

### **DISTINGUISHING CHARACTERISTICS:**

- This is the entry level position in the food service class, typically a part-time position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Food Service Director or designee, incumbent will:

#### **A. Food Prep**

1. Read and follow standardized recipes.
2. Prepare, set up, and serve food and beverages.
3. May assist in the preparation of main dishes, vegetables, fruits, salads, desserts, pizzas, sandwiches, etc.
4. May assist in the preparation of lunches by assembling, heating, and apportioning food.
5. May assemble and pack box lunches.
6. May set up serving trays, condiments, straws, milk, etc., for lunch line.
7. May set up and serve hot food, sandwiches, beverages, and other foodstuffs at serving lines in an efficient and proper manner.

#### **B. Inventory**

1. Ensure that assigned food items are ready and in the proper quantity at the right time.
2. Confer with food service team members and supervisors about quantities and varieties of food items to be prepared and/or served.
3. Participate in the inventory, receipt, and storage of supplies, food, and equipment.
4. Perform record keeping tasks in a timely manner: record food and equipment temperatures; accurately and legibly complete required documentation.
5. May check, store, and inventory supplies according to department procedures.

#### **C. Point of Sale (POS)**

1. Perform cash handling tasks; use POS system to sell food and beverages; count cash drawer at the end of the day and enter data into the POS system.
2. Accurately complete the bank deposit slips.
3. May count and record monies and meals served.

#### **D. Safety and Sanitation**

1. Adhere to food safety and sanitation standards.
2. Maintain all areas of food services operations in an organized, clean, and sanitary manner, including preparation areas and equipment.
3. Ensure serving and display areas are kept stocked, sanitized, and arranged in an orderly manner.
4. Clean and wash dishes, utensils, equipment, work areas, and tables.

#### **E. Other**

1. Operate food service equipment.
2. Perform related work as required.
3. Work collaboratively with Yard Duty Supervisors and Custodians to ensure cafeteria tables are cleaned

### **KNOWLEDGE:**

- Knowledge of general food preparation skills and basic kitchen utensils and equipment
- Knowledge of personal, operational, and food production safety and sanitation regulations, procedures, and practices
- Sanitation principles applicable to food serving and kitchen maintenance

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- Proper safety and care of kitchen utensils and equipment
- Skill to operate cafeteria equipment such as institutional dishwashers
- Understand and carry out oral and written instructions
- Operate cash register, and perform calculations with speed and accuracy.

### **ABILITIES AND SKILLS:**

- Ability to maintain consistent, punctual, and regular attendance
- Follow verbal directions
- Read and write English/Understand and follow verbal and written instructions in English
- Work cooperatively with those contacted in the course of work
- Physical ability to carry out the duties assigned, to walk or stand on hard flooring for long periods of time
- Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 31 pounds and floor lift 31 pounds in an employee entrance evaluation
- Ability to perform basic math and simply record keeping with accuracy
- Ability to operate a cash register and computerized POS system
- Good customer service skills
- Use of computers and assorted software programs
- Work independently and with a team; good interpersonal skills
- Ability to communicate effectively, both verbally and in writing, with administrators, staff, students, and the community in English

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: stand for an extended period of time, operate kitchen tools, utensils, and equipment requiring repetitive hand movement, inspect documents and other written materials, sufficiently move about the kitchen, cafeteria, and school site; move, lift, push and/or carry large or small objects weighing up to 31 pounds in the school cafeteria, food storage area, or freezer; some climbing and balancing, stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderate to loud.
- Employees in this position will be required to work in a fast-paced cafeteria/kitchen environment and come in direct contact with District staff, students, and the public.