



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

General Worker/Receiving- Cafeteria Staff-B

(Approved: 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Knowledge of basic math, in order to accept and check in shipments
3. Be physically capable of lifting fifty pounds
4. Driver's License
5. Capable of completing different job duties in the kitchen
6. Knowledge of basic sanitation practices
7. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.

Job Goals:

To assist in the success of the food service program.

Reports to:

Food Service Manager

Performance Responsibilities:

1. Check in cafeteria deliveries
2. Make deliveries between schools and within building
3. Perform dish room duties
4. Work as a team with all food service staff
5. Performs equipment maintenance procedures
6. Perform other related duties as assigned
7. Ensure sanitation practices are maintained
8. Follows safety standards for receiving and checking in shipments
9. Cleans and sanitizes kitchen bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
10. Keeps kitchen floors, storeroom and walk-in refrigerators clean.
11. Empty trash in kitchen.

Work Environment and Physical Requirements:

1. The Delivery Driver/Stock Person will perform duties in a variety of environments. Frequent driving is required. Visits to various schools will expose the employee to all types of weather conditions.
2. The Delivery Driver/Stock Person must be able to read, comprehend, write, perform calculations, input accurately, reason, and analyze. The incumbent must communicate both orally and in writing.
3. There will frequently be occasion to walk, bend, squat, climb, and kneel. There is frequent handling of objects and lifting of up to 50 pounds. The position requires occasional pushing, pulling, and reaching. Occasional lifting of up to 75 pounds is required.



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Employment conditions:

Contract year:	September 1 to June 30
Job Family	Schedule: B, Class: D
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy