HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

FOOD SERVICE UTILITY WORKER

PURPOSE:

Works in District kitchen and school cafeterias performing food service tasks, cashiering and clerical duties as needed.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Management Team of Food Services. When working at school sites, receives functional supervision from the school site management team. Does not supervise any other employee.

DISTINGUISHING CHARACTERISTICS

This position is considered the utility position for the Food Services' jobs and must have the ability to step into any assignment in Food Services Department as needed including but not limited to: FSWI, FSWII, Cook/Baker, Account Clerk I.

The Food Service Utility Worker may be required to drive their personal vehicle or a district vehicle to a school or other District location where meals are transported from a central kitchen and prepare and serve food.

ESSENTIAL FUNCTIONS:

- Duties may include but are not limited to the following:
- Assists in preparation of school meals and baked goods in large quantities.
- Sets up, heats as necessary, and serves foods, sandwiches, beverages, and other foodstuffs at a serving line.
- Washes and sanitizes pots and pans; assists in cleaning and storing cafeteria utensils, equipment, and food supplies.
- Sweeps; cleans kitchen or cafeteria areas; wipes tables; cleans food service equipment.
- Receives money for prepaid meals from parents, students, or school site office staff. Also receives cash for meals in meal serving line.
- Operates a point of sale (POS) computer and uses the student emergency roster list when needed at POS.

ESSENTIAL FUNCTIONS: (continued)

- Reviews needy meal application(s) and checks form for completeness then forwards the applications(s) on to the food services department as received.

- Counts money and assists in preparation of bank deposits, posting of food services sales and preparing food service reports, records, and files.

OTHER FUNCTIONS

- Assists with the supervision of students as directed, observing their behavior, and enforcing school rules, discipline, and ensuring students safety in the cafeteria as directed and needed.

- Assists with periodic inventory of food and supplies.

- Assists in training new Account Clerks and Food Service Workers.

- Operates various office machines, providing light clerical support to District Kitchen.

- Drives a Food Services delivery van and/or a personal vehicle between district locations as needed.

- Performs other related duties as required.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Health and safety standards applicable to food receiving, storage, preparation, and service to ensure the safe delivery of food service.

Methods of preparing all foods and baked goods served utilizing standard food service equipment and utensils.

Proper methods of cleaning and caring for food service equipment and utensils.

Rules and procedures for Food Service point of sale activities

The general needs and behavior of students.

Standard office equipment, including computers, copies, 10-key calculator, phones, and FAX machines.

Operate point of sale computer and use a student emergency roster accurately.

Ability To:

Prepare all foods and baked goods served in large quantities.

Operate food service and cafeteria equipment.

Drive an automobile or service van.

Post food service data accurately, maintaining record-keeping systems including operation of the point of sale and personal computer.

Cashier with accuracy and speed, counting money accurately making mathematical computations rapidly.

Use good judgment and professional conduct in communicating with staff, students, and parents.

Observe groups of students and issue commands and directions as needed. Ability to maintain discipline and control of students during meal periods as directed.

Maintain positive and cooperative relationships with supervisors, teachers, staff, and others contacted in the course of work.

Operate standard office machines, including computer keyboard and 10-key adding machine, with speed and accuracy.

Order school cafeteria supplies in proper quantities.

Understand and carry out oral and written instructions and directions.

Read, write, and understanding English well.

Work a flexible work shift, including split hours based upon business needs of District.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge skills, and abilities would be:

Education: Equivalent to completion of 12th grade.

Experience: Two years of general kitchen/cafeteria experience including food preparation, baking, kitchen maintenance, food serving and food stocking. Minimum of two years of general clerical/office experience, including cashiering, basic record-keeping activities.

Certificates or Licenses: Must possess, or obtain within six months of hire, a valid Food Handlers Safety Certificate (District will provide for paid time and cost of certification.)

California Class C Driver's License

WORKING CONDITIONS

Work Environment: Variety of working environments, ranging from noisy school cafeteria and kitchen environment, to office environment.

Physical Abilities: Standing, walking or sitting for extended periods of time; kneeling and bending at the waist, reaching overhead, above the head and horizontal to retrieve food items, records; pushing or pulling food racks and carts; moderate lifting up to 50 lbs.; dexterity of hands, fingers and wrists to operate equipment, POS machine, post sales on sales reports, operate computer and office equipment; vision to read instructions, determine proper quantities of food, complete records; hearing and speaking to communicate with staff, students and public. Driving a vehicle between work locations.

Hazards: Exposure to very hot foods, equipment and metal objects used in cooking and baking; exposure to sharp knives and slicers; subject to heat from stove and oven, cold from refrigerators and freezers.

Adopted: 04/05/00
Revised: 06/18/03
Revised: 01/27/21