

PROFESSIONAL JOB DESCRIPTION
POSITION TITLE: Food Service Employee

PURPOSE: To contribute to a positive and healthy school environment by ensuring students receive nutritious, high-quality meals while adhering to strict food safety and sanitation standards. The Food Services Employee plays a vital role in supporting the overall well-being and academic success of students by providing access to wholesome and appealing meals.

REPORTS TO: Food Services Director

PRIMARY RESPONSIBILITIES:

1. Food Preparation and Production:

- Assist in the preparation, cooking, and baking of a variety of foods according to planned menus and standardized recipes.
- Measure and mix ingredients accurately, ensuring proper portion control and adherence to USDA guidelines.
- Prepare special diet meals according to specific instructions or recipes.
- Implement and follow batch cooking methods and replenish serving lines and warming cabinets as needed to ensure food quality and temperature throughout the serving period.
- Handle, prepare, and cook raw and cooked foods separately to avoid cross-contamination.

1. Meal Service and Customer Service:

- Organize and set up serving lines and steam tables efficiently.
- Serve food to students and staff in a friendly and professional manner, ensuring that each student receives a reimbursable meal according to program guidelines.
- Maintain a positive and supportive attitude towards students, staff, and other members of the school community.
- Replenish food items and condiments on serving lines and ensure presentation is appealing.
- Operate a point of sale (POS) system, including cashiering duties, recording meal sales, handling funds, processing advance payments, and reconciling daily deposits.
- Assist students, parents, and staff with questions about the meal program, including food allergies, meal components, and pricing.

2. Sanitation and Safety:

- Maintain a clean and sanitary kitchen and cafeteria environment, including sweeping and mopping floors, cleaning and sanitizing counters, tables, and equipment.
- Wash and sanitize dishes, utensils, pots, pans, and other serving and cooking equipment.
- Follow established health, safety, and sanitation principles, including USDA and State Authority guidelines, as well as Hazard Analysis and Critical Control Points (HACCP) procedures.
- Implement proper food storage practices, including First In, First Out (FIFO) rotation, temperature checks for refrigerators and freezers, and labeling of items with dates.
- Monitor and record temperatures of food, equipment, and storage areas.
- Report equipment malfunctions or safety hazards promptly to the supervisor.
- Adhere to all applicable Federal, State, and local food safety regulations and School Board policies.
- Participate in food safety training and maintain relevant certifications (e.g., ServSafe) as required.
- Follow workplace safety procedures, including the use of safety and personal protective equipment.

3. Inventory and Recordkeeping:

- Assist in the accurate inputting of all production and meal count data for program compliance.
- Maintain inventory records of food and supplies, tracking used and leftover items, and assisting with food orders.
- Complete and maintain daily production records, temperature logs, and other required reports and documentation.
- Verify incoming food shipments against invoices and report any discrepancies.
- Assist in screening Free and Reduced Meal applications according to established policies and procedures.

4. Collaboration and Teamwork:

- Work collaboratively with other food service staff, teachers, school administration, and parents to provide a positive and efficient meal service program.
- Assist co-workers with scheduled work demands and other tasks to ensure smooth operations.
- Attend meetings, in-service training, and workshops as assigned to enhance knowledge and skills.
- May assist in training new food service employees.

5. PHYSICAL DEMANDS: The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Persons performing service in this position classification will exert 5 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

6. Drivers Licenses: A valid Colorado drivers license. The job position requires the transportation of food.

I have read and understand this position description.

Employee Signature

Date