

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	School Food Service Worker/Assistant	Job Code: 76023
Job Classification:	18 Service Workers	EEO Line: 52
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 11
Reports to:	School Manager, Food Services	Salary Locator: Classified Schedule

SUMMARY:

To perform routine manual work necessary for serving and preparation of nutritious and attractive meals in the school food service program.

QUALIFICATIONS:

- 1) High School Diploma or General Education Degree (GED) supplemented by any experience in demonstrating ability to safely prepare and serve food items and ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.
- 2) Experience and proficiency in quantity food service functions are preferred.
- 3) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Ability to assume assigned responsibilities, work harmoniously with students and fellow workers and provide friendly service to participants of the school food service program.
- (5) Ability to work efficiently and effectively at a fast pace
- (6) Ability to work and communicate in a noisy environment
- (7) Ability to stand for long periods of time
- (8) Ability to learn to operate basic food service equipment and machinery
- (9) Ability to follow instructions and to demonstrate skill in performance of routine non-technical duties involving preparation, clean-up and serving of food
- (10) Basic math skills necessary for preparing recipes, conducting inventory of food and non-food items and handling monies
- (11) Good communication skills necessary for reading labels and recipes and conversing with students and adults
- (12) Willing to participate in trainings to pursue completion of Putnam County School District's Food Service Course of Study

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Follow established safety rules and regulations and maintain a safe and clean working environment.
- (3) Prepares food according to standardized recipes and established food preparation procedures
- (4) Plans food production for the scheduled days by preparing the designated food items ahead of time
- (5) Plans and implements an acceptable placement of steam-table pans on the cafeteria line prior to service time
- (6) Transfer supplies and equipment between storage, work, serving, and cleaning areas in an appropriate manner
- (7) Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage guidelines
- (8) Stores food in refrigerators after covering, labeling, and dating; properly discards outdated food items
- (9) Courteously serves food with accuracy and speed while adhering to portion control, safety and appearance standards

- (10) Maintains kitchen work areas, equipment, and utensils in clean and orderly condition
- (11) Sweeps and mops floors
- (12) Washes tables, walls, and equipment as directed
- (13) Washes pots and pans according to established procedures
- (14) Scrapes food from dirty dishes and washes them in dishwasher following established procedures
- (15) Inspects cleaned dishes for cleanliness, chips, cracks, etc., and stores in the appropriate location
- (16) Accepts payment for food, using cash register or other means as directed by cafeteria manager
- (17) Follows trash separation and proper disposal procedures
- (18) Report needed supplies and equipment malfunction to cafeteria manager
- (19) Follows established sanitary techniques while preparing and serving food and while handling clean utensils
- (20) Attends in-service training sessions to develop and improve knowledge and skills
- (21) Performs job activities in a timely efficient manner and displays a willingness to work beyond the end of the contract work time as the infrequent need arises
- (22) Accepts changes readily
- (23) Adheres to uniform and personal hygiene requirements
- (24) Prepares and serves banquet and special function meals as required
- (25) Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model
- (26) Provides a good role model in appearance, demeanor, dress and behavior for the students served
- (27) Models non-discriminatory practices in all activities
- (28) Performs related duties as assigned by the Cafeteria Manager and/or the Director of Food Services in accordance with school/division policies and practices

PHYSICAL REQUIREMENTS:

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, walking, bending, stooping, reaching, grasping, kneeling, and lifting of objects weighing up to approximately 45 pounds is required. The ability to withstand temperature variances common to Food Service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service workers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to coordinate and prioritize work activity, handle complaints, express a service-oriented attitude, communicate effectively and work with limited supervision.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004

Amended: May 20, 2014