

USD 235 UNIONTOWN PUBLIC SCHOOLS

Job Descriptions



Board Approved: September 14, 2020

FOOD SERVICE WORKER

Purpose: The Food Service Worker assists with the cleaning and maintenance of kitchen facilities and preparation and serving of food. To accomplish these tasks the Food Service Worker must work closely with the staff and administration of Uniontown Public Schools.

Responsible To: Director of Food Service, Building Principal and Superintendent

Compensation: As per the classified compensation schedule

Employment: At-Will Work Agreement

Updated: November 2019

Qualifications:

1. Meet all KSDE food safety training requirements.
2. Meet all USDA professional standards requirements.
3. Desire to continue career improvement.
4. Necessary leadership and management skills to provide direction to all facets of food service operations.

Essential Functions:

1. Assist in cleaning and maintaining kitchen facilities.
2. Ensure that all activities conform to district guidelines.
3. Ensure that all work is done in a timely manner as to meet schedules.
4. Must have working knowledge of basic math applications and computation skills.
5. Assist in preparing and serving food and assist in ensuring reimbursable meals are being served.
6. Assist in cleaning and maintaining kitchen facilities.
7. Communicate effectively with all members of the school district and community.
8. React to change productively and handle other tasks as assigned.
9. Appropriately operate all equipment as required.
10. Support the value of an education.
11. Support the philosophy and mission of Uniontown Public Schools.
12. Comply with all district policies, rules and regulations.

Physical Requirements/Environmental Conditions:

1. Requires the ability to sit or stand for prolonged periods.
2. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires the ability to stoop, bend and reach.
4. Must be able to work in noisy and crowded environments.

5. Must be able to work in and around fumes and odors.
6. Must maintain appropriate levels of personal hygiene.
7. Must follow district guidelines for professional food service dress code.
8. Must comply with state health and sanitation guidelines.
9. Must be able to work with electrical and gas appliances.
10. Must be able to work with dishwashing liquids and powders, solvents and other cleaning chemicals.
11. Must be able to work with materials of intense heat or extreme cold.
12. Must be able to lift 50 pounds occasionally.
13. Must be able to lift 25 pounds repeatedly.
14. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist with transporting items from delivery trucks into the kitchen.
2. Properly store all items into the kitchen.
3. Properly store all food.
4. Wash all dishes.
5. Store clean dishes for use the next school day.
6. Prepare and serve food and clean kitchen equipment as directed.
7. Assist with the cleaning and maintenance of the kitchen each day.
8. Sweep kitchen floor.
9. Must have knowledge of the National Components of the National School Lunch Program.
10. Assume responsibility for closing the kitchen each school day and for determining that all kitchen doors are locked and lights are turned off.
11. Ensure that refrigerators, freezers and storage areas are locked at the end of day.
12. Follow serving instructions as stated by the director of food service.
13. Prepare food as per direction and guidelines.
14. Maintain proper sanitary and safety practices.
15. See that district policies are observed at all times.
16. Keep abreast of new information, innovative ideas and techniques.
17. Maintain all required records.
18. Organize kitchen facilities, equipment, and food to improve efficiency.
19. Adhere to all district health and safety policies.
20. Other duties as assigned by the Director of Food Service or other administrative staff, which are consistent with the general requirements and qualifications of the position.