



STANFIELD SCHOOL DISTRICT

Food Service II

Posted: May 9, 2023

Open until filled

Equal Opportunity Employer

JOB DESCRIPTION

Stanfield Secondary School has a vacancy for a Food Service II employee. This position is responsible for supporting the Food Services Manager in all aspects of operations pertaining to the building kitchen and food service program.

Qualifications: To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. High School Diploma or equivalent;
2. Obtain and maintain a valid Food Handler's Certification;
3. Familiar with Hazard Analysis Critical Control Point (HACCP);
4. Profound and critical knowledge of USDA child nutrition guidelines and regulations;
5. Experience in preparing and serving food for a large number of people;
6. Ability to work harmoniously with others and to communicate effectively with students, parents, and teachers;
7. Maintain a pleasant and friendly attitude towards students, staff and co-workers;
8. Ability to accurately follow and complete a recipe;
9. Ability to follow directions;
10. Ability to keep school information confidential;
11. Maintain an appropriate level of personal hygiene necessary for a food preparation area;
12. Perform physical requirements which may include;
 - a. Moderate degree of physical stamina
 - b. Ability to stand, walk and bend frequently, and lifting up to 50 lbs.

Responsibilities and essential functions of the job may include but are not limited to the following:

Responsibilities:

1. Prepare and serve food in a quick and pleasant manner;
2. Complete daily clean-up of utensils, equipment, kitchen and service area-including the cafeteria where students eat;
3. Complete daily inventory and recordkeeping duties as assigned by Food Services Manager;
4. Serve meals that meet the ODE required food patterns;
5. Store and care of food and other supplies;
6. Stock shelves and freezers;
7. Work with other kitchen staff to ensure cafeteria area is clean after meal times, including mopping after lunch each day;
8. Ability to use MealTime food service program and troubleshoot or improvise a system to ensure daily meals served are recorded correctly for accounting auditing purposes if MealTime is unavailable;
9. Supervise student helpers or assistants during the lunch period;
10. Complete daily reporting for meals served;
11. Complete ODE training requirements;
12. Report any maintenance problems or safety to concerns to Food Services Manager;
13. Communicate problems or concerns with Food Services Manager, not staff or co-workers;
14. Substitute for the Food Services Manager as assigned;
15. Other duties as assigned.

SALARY AND BENEFITS: Please visit our website to review the union (OSEA) contract at

<https://www.stanfield.k12.or.us/page/staff-resources>

APPLICATION INFORMATION

<https://www.stanfield.k12.or.us/page/employment>

Submit an application file that includes:

- Completed Classified Application Form: <https://5il.co/fis0>
- Letter of application
- Resume
- Three (3) current letters of recommendation

Beth Burton, Superintendent
(Any emailed applications should be sent in one complete packet.)
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