



HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

FOOD SERVICE WORKER

JOB PURPOSE STATEMENT: The job of Food Service Worker is done for the purpose of preparing and distributing food items for consumption by students and school personnel and maintaining facilities in a sanitary condition.

Essential Job Functions:

- **Arranges** food and beverage items to serve students and staff
- **Cleans** utensils, equipment, and the storage, food preparation, and serving areas to maintain sanitary conditions
- **Collects** payments (e.g. cash and/or point of sale) to complete meal transactions
- **Completes** appropriate paperwork to provide food and money accountability
- **Cooks** food, either prepared and/or from scratch, to meet mandated nutritional requirements and projected meal requirements
- **Estimates** food preparation amounts to meet projected meal requirements and minimize waste
- **Inspects** one or more items of food and/or supplies to verify quantity and specifications of orders and comply with mandated health requirements
- **Prepares** documentation to provide written support and/or convey information
- **Responds** to inquiries of students, staff, and the public to provide information regarding the type and/or cost of meals
- **Serves** one or more items of food to meet mandated nutritional requirements and/or requests of students and school personnel
- **Stocks** food, condiments, and supplies to maintain adequate quantities, and rotates stock for freshness
- **Trains** student workers and substitutes to assist them in the proper methods of performing their functions

Other Job Functions:

Assists other personnel, as needed, to support them in the completion of their work activities

Directs assigned student workers, substitutes, and/or volunteers to assist them in performing their functions in a safe and efficient manner

Job Requirements - Qualifications

Knowledge is required to perform basic math (addition, subtraction, multiplication, and division); to read instructions, write simple sentences and utilize effective oral communication; and to apply common sense understanding of detailed multi-step instructions.

Skills are required to perform multiple basic non-technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in trade; performing standard clerical procedures; and preparing and maintaining accurate records.

Abilities are required to deal with a level of complexity of tasks that require significant coordinating of equipment operations; to practice discretion, independent action, and/or judgment when using a variety of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines; and working under time constraints.

Responsibility: Work is normally reviewed in detail.

Working Environment: The job functions are generally performed in an indoor /outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs.; stooping, kneeling, crouching and/or crawling; reaching; handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: Some job-related experience is desirable.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; and a Food Handler's Card are required.

Revised 02/14/19