

FOOD SERVICE WORKER

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: District Food Service Coordinator or Designee

EVALUATOR'S TITLE: Food Service Coordinator

JOB SUMMARY: Under direct supervision and as part of a team effort, performs food-related, sales and customer service duties in a sanitary, safe, courteous and efficient manner while meeting department, local, and state standards and regulations. Duties shall include, but not be limited to, food preparation, storage, clean-up and stocking as well as sales, operation of computerized Point of Sale system and cash handling. This class of Food Service Worker is an entry level classification that may be assigned to work at either a central kitchen or school site, or rotate between sites.

ESSENTIAL FUNCTIONS:

1. Assist food service personnel in the preparation, service and distribution of large quantities of food.
2. Prepare breakfasts and/or lunches by assembling, heating, and apportioning food items. Food and beverage menu items prepared will be cooked from scratch or by heat and serve methods. Food prepared will include a variety of main dishes, sandwiches, salads and accompanying sauces, soups, meats, vegetables, and fruits, breads and pastries.
3. Follow procedures to maintain safe and sanitary conditions in both the work area and in the storage, preparation, and serving of food.
4. Ensure food is served to students in portions to meet mandated nutritional requirements.
5. Ensure all students have the required components to qualify for a reimbursable meal.
6. Track quantity of food and beverages prepared and served, recording amounts on production records.
7. Recommend food count adjustments according to customer choices.
8. Arrange food and beverage items for the purpose of serving them to students and staff in an attractive and efficient manner.
9. Set up steam tables, salad bars, condiment tables, and other kitchen equipment for dispensing foods.
10. Submit inventory item requests and stock inventory
11. Package, date and store leftovers.
12. Receive and sign for outside deliveries.
13. Store delivered foods, condiments, and supplies to maintain adequate quantities and item security.
14. Organize and stock freezers, walk-in and reach-in refrigerators, storage shelves, beverage coolers and a la carte displays.

15. Transport and serve meals to school sites, maintaining proper temperatures, as needed.
16. Operate and clean a variety of food service equipment and machines including warmers, stove, ovens, slicers, steamers and mixers.
17. Maintain assigned work areas and serving counters in a clean, neat, orderly and sanitary condition, recycle cardboard and dispose of garbage.
18. Scrub, sanitize and stores pots and pans, utensils, trays and dishes and/or operate ware washing machine.
19. Operate a computerized Point of Sale system and computer.
20. Enter sale transactions, perform cashiering duties, sustain accountability for cash drawer, and tally money for deposit.
21. Record payments in student and adult accounts.
22. Prepare bank deposits, reconcile transactions to balance account, and print daily reports.
23. Notify student or staff of negative balances.
24. Assist with distribution and collection of National School Lunch Program meal applications at serving lines.
25. Establish and maintain professional work relationships with those contacted in the performance of required duties including co-workers, students, staff and community members.

OTHER FUNCTIONS:

1. Where relevant, supervise, instruct and oversee student employees, acting as an appropriate role model.
2. Cover others' work areas and duties as needed.
3. Understand and carry out oral and written instructions.
4. Meet schedules and deadlines.
5. Work independently with minimal supervision.
6. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Training and Experience: Knowledge of basic food preparation methods and practices; basic sanitation and safety procedures associated with food preparation operations; basic cash handling and record-keeping; simple computer operation; and basic arithmetic including addition, subtraction, multiplication and division in all units of measure.

Abilities: Ability to follow oral and written instruction; plan/organize time on a daily and weekly basis; work cooperatively and efficiently with coworkers, students, staff and community; follow basic principles and methods of quantity food preparation, serving and sales; follow safety and sanitation procedures in accordance with district policy, local, state and federal regulations; follow National School Breakfast and Lunch Program procedures in accordance with district policy, local, state and federal regulations; perform safe and proper operation of equipment, machines, and utensils used in quantity food preparation and serving operations; operate Point of Sale system and computer; perform

sales, cash register, and customer service duties in a cheerful, helpful and efficient manner; handle student information in a sensitive and confidential manner.

Physical Effort/Working Environment: Indoor (includes walk-in refrigerator and freezer work for extended amounts of time) and outdoor work environment performed under significant temperature variations. Moderate physical effort; lift/move fifty (50) pound loads; push and pull large, loaded carts; use of disinfecting agents; stand for long periods of time, some climbing and balancing; frequent stooping, kneeling, twisting, turning, bending, stretching, crouching and/or crawling. Physical, mental and emotional stamina to endure meeting deadlines under sometimes stressful conditions. A pre-placement physical examination is required.

Licenses and Certifications: Food Handler's certificate may be required following probationary period. CPR, First Aid and a valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations is required.

Education: Completion of formal education or related work experience sufficient to ensure successful outcome of duties stated herein as well as the ability to pass listed required certificate exams.

West Sonoma County Union High School District

Classified Salary Schedule - Range 15

2.5 to 5.5 hrs per day, Work Year: School Year (School Year Instructional Days plus 2 days)

Approved: August 16, 2001

Revised: August 10, 2011