

Farmersville Unified School District

JOB TITLE: FOOD SERVICE WORKER I

JOB DESCRIPTION

Definition:

Under general supervision, performs routine tasks in the preparation, packaging, loading, stocking and serving of food in a cafeteria or food service area; performs a variety of general clerical and cashier-related duties that include maintaining daily records and student accounts preparing various reports, letters, and billings; operates computerized point of sales (POS) system; assists in inventory control; maintains food service areas and equipment in sanitary and orderly condition; and performs related duties as needed and assigned. Assigned duties may be performed in a central kitchen and/or in a satellite cafeteria and may require a split shift in work time and/or work location.

Typical Duties:

- Assists in the preparation and assembly of all food items in accordance with the state and federal program regulations and health codes.
- May assist in the preparation, packaging, and loading of foods for transport to other sites.
- Stocks food lines/food cart/snack bar; takes inventory of all items.
- Maintains proper storage of food and rotation of stored foods.
- Sets up for meal service by placing food on counters, steam tables, and hot carts.
- Cleans serving counters, tables, chairs, food containers, and other equipment.
- Maintains food service and storage areas in a clean and orderly condition.
- Washes any kitchen utensils and equipment used during the course of the day.
- Serves and sells food to students and staff in a timely manner.
- Monitors students to insure they select appropriate menu choices for reimbursable meals.
- Operates computerized POS system, computer and calculator.
- Completes and maintains daily food production forms, inventory forms and other simple reports.
- Prepares computer printouts for daily as well as end of month cafeteria reports.
- May serve as a substitute in a variety of routine cafeteria functions.
- Performs other related work as assigned.

Qualifications:

Knowledge of:

- Food preparation methods such as washing, cutting, assembling and wrapping ingredients.
- Basic food service procedures, utensils and equipment
- Standard commercial kitchen appliances
- Sanitation and safety measures in food service areas
- Basic mathematics
- General clerical procedures using office equipment including POS system, computer and calculator.

Ability To:

- Lift and carry 50 lbs for medium distances.
- Follow applicable health and sanitation requirements.
- Work efficiently during rush conditions
- Organize time efficiently
- Make arithmetical calculations
- Keep simple records
- Do repetitious work accurately
- Understand and carry out oral and written instructions.
- To work cooperatively with others, including co-workers, students, teachers, other staff members and parents.
- Able to learn and adapt to new procedures or changes in procedures.

Personal Characteristics:

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgement and ability to work cooperatively with others.

Education:

Graduation from high school or the possession of a G.E.D. certificate

Experience:

At least six months experience in food preparation, kitchen maintenance, general clerical and cashier-related duties and/or dealing with the public is desirable.

Physical:

Physically and mentally able to perform the essential duties of a position without hazard to themselves or others; ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 50 lbs; ability to reach in all directions; adequate sight or corrected vision for the purposes of reading printed directions or instructions and operating machines; hear and speak to communicate with co-workers, students and the public in a cafeteria; office environment and outdoor environment; have dexterity of the hands and fingers to operate kitchen and office equipment; ability to work in rush conditions.

Other Requirements:

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License.

REVISED: March 14, 2005

Board Approved: August 9, 2005

CSEA Approved: August 24, 2005 By Raymond Navarro