

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: Food Service Worker

GENERAL DESCRIPTION: The Food Service Worker reports to the Head Cook on a daily basis. He/she is responsible for the preparation and serving of school breakfast and lunch programs as well as related activities in assigned building.

WAGE CATEGORY: Grade A. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Head Cook

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the Food Service Director in collaboration with the Head Cook and consistent with the process described

in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

- ✓ Basic education (high school or equivalent), plus one year of related food service experience
- ✓ Ability to read, write and comprehend simple instructions, short correspondence, and memos
- ✓ Ability to effectively present information to customers and other employees
- ✓ Basic computer skills preferred, to include the ability to learn "Point of Sale" system
- ✓ Ability to add, subtract, multiply and divide currency
- ✓ Ability to understand and carry out detailed but uninvolved written or oral instructions
- ✓ Ability to resolve routine problems
- ✓ Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents, and representatives of outside organizations
- ✓ Ability to work cooperatively and effectively with peers, supervisors, parents and outside agencies
- ✓ Dependability, punctuality and initiative are essential
- ✓ Good personal hygiene
- ✓ Commitment to School District's Vision Plan

PERFORMANCE RESPONSIBILITIES:

- ✓ Assist in preparation of appetizing food in accordance with prescribed methods
- ✓ Perform routine food preparation tasks, such as cutting up fruits and vegetables, making and wrapping sandwiches and salads
- ✓ Set up and stock work areas with all necessary ingredients and equipment
- ✓ Prepare, setup, stock and package foods for food/beverage serving line and/or snack bar
- ✓ Set up components of salad bar, and prepare salads for salad bar
- ✓ Operate point of sale computer system
- ✓ Assist in taking phone orders and preparing them for delivery (CHS only)
- ✓ Assist with daily cleaning duties in cafeteria including cleaning equipment and work areas, mopping, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of leftovers. Organize food service and dining areas
- ✓ Comply with State Sanitation Guideline requirements stating that all employees shall keep clean

and wear clean clothes (including an apron) while engaging in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins or other hair restraints is required for all food handlers

- ✓ Adhere to work safety procedures
- ✓ Wear school district employee identification badge at all times
- ✓ Serve students and staff in a cheerful and helpful manner
- ✓ Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the Head Cook and Food Service Director
- ✓ Accurately complete daily, weekly, monthly and yearly reports, forms, etc.
- ✓ Make recommendations to the Head Cook or Food Service Director for improvements to the lunch program
- ✓ Follow all district policies and procedures
- ✓ Assume other duties as assigned by Head Cook or Food Service Director

WORKING CONDITIONS:

- ✓ Constantly exposed to wet and/or humid conditions
- ✓ Exposed to mechanical moving parts, fumes or airborne particles
- ✓ Regularly exposed to extreme cold and heat
- ✓ Regularly exposed to risk of electric shock and vibration
- ✓ Noise level is moderate to loud

PHYSICAL DEMANDS:

- ✓ Constantly required to stand, walk, sit, use hands
- ✓ Regularly required to talk and hear
- ✓ Frequently required to reach with hands and arms, stoop, kneel, crouch
- ✓ Frequently required to taste or smell
- ✓ Occasionally required to lift up to 25 pounds

Date Revised: 11/2006
Date Board Approval: 12/05/06