West Independent School District
With Children as our First Priority

Job Title: Food Service Worker
Exemption Status/Test: Nonexempt
Reports to: Food Service Supervisor
Pay Grade: Level I
Dept. /School: Assigned Campus
Terms of Employment: 183 days

Primary Purpose:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification:
High School diploma or GED preferred
Food Handlers' certification required

Special Knowledge/Skills:
Ability to understand written and verbal food preparation and safety instructions
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic math operations
Ability to work the POS system

Experience:
Experience in large quantity food preparation and service preferred

Major Responsibilities and Duties:

Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested and uniform recipes.

2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.

3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

Safety and Sanitation

4. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.

5. Keep garbage collection containers and areas neat and sanitary.

6. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

7. Maintain personal appearance and hygiene.

Other

8. Handle and record cashier functions accurately.

9. Help record food requisitions and order necessary supplies.

10. Maintain daily food preparation records.

11. Promote teamwork and interaction with fellow staff members, students, and parents in a positive, professional manner

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (50 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by David Truitt Date 01/20/2021