Job Title: Food Service

Wage/Hour Status: Non-Exempt

Reports to: Food Service Manager & Director, Child Nutrition

Pay Grade: 1

Length of Assignment: 181 days

Date Revised: 01/2022

Primary Purpose:

Responsible for preparing appropriate quantities of food to meet menu requirements and maintaining high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification:
Must obtain Food Handler Certification prior to start date and maintain through employment

Special Knowledge/Skills:
Ability to understand instructions for food preparation and safety procedures
Working knowledge of kitchen equipment and food production

Experience:
None

Major Responsibilities and Duties

1. Prepare quality food according to a planned menu of tested, uniform recipes.
2. Supervise the storage and care of food items and supplies; maintain a clean and organized storage area.
3. Care for and use equipment in a safe and efficient manner.
4. Serve food according to meal schedules, departmental policies, and procedures.
5. Maintain garbage collection containers and areas in a neat and sanitary fashion.
6. Follow established procedures to ensure standards of cleanliness, health, and safety.
7. Handle and record cashier functions accurately.
8. Assist in recording food requisitions and request orders of necessary supplies.
9. Maintain personal appearance and hygiene.
10. Promote teamwork and interaction with fellow staff members.

Equipment Used:

Uses large and small kitchen equipment to include electric slicer, mixer, and pressure steamer, sharp cutting tools, ovens, dishwashers, and food and utility carts.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Understands verbal instructions. Continual standing, walking, pushing, and pulling; frequent stooping, bending kneeling, and climbing (ladder), moderate lifting and carrying. Moderate exposure to extreme hot and/or cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____