STATEMENT OF PURPOSE:

*The purpose of a **job description** is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.*

JOB TITLE: **Food Service Worker**

REPORTS TO: Food Service Manager

FLSA STATUS: Non-Exempt

Summary/Objective

The food service worker prepares and serves cafeteria food and maintains the cafeteria and dining area in sanitary condition.

Responsibilities:

- Prepare all served food
- Plan food production to coordinate with meal serving hours
- Memorize, record, and comprehend menu items, abbreviations, plate appearance, and portions
- Follow standard recipes and special diet orders
- Operate standard kitchen equipment safely and efficiently
- Adhere to all sanitation and food production codes
- Clean and maintain kitchen equipment, utensils, and appliances, prepares all menu items using established departmental policies and procedures.
- Assures presentation of all menu items adhere to established standards.
- Assures all menu items are prepared according to established policies and procedures.
- Assures all food and other departmental supplies are ordered and received in a timely manner so adequate inventory levels are maintained to support volume or anticipated volume.
- Assists with the training of new employees.
- Assures menu items are prepared in sufficient quantities to satisfy volumes.
- Performs other related duties as required.
- Provides services to cafeteria customers in a friendly and efficient manner.
- Serves food in proper pre-determined portion sizes.
- Serves food that is the correct serving temperature and quality. Any substandard quality food must be brought to the attention of the food and nutrition manager and properly discarded.
- Sets up, maintains and breaks down salad bar.
- Receives deliveries when assigned.

- Develops and maintains adequate food/supplies, orders as required.
- Cleans cafeteria including serving area continually.
- Cleans cafeteria area before and after business hours.
- Maintains appearance of all equipment and serving counters.

Qualifications:

- Previous experience in cooking, culinary arts, or other related fields
- Knowledge of kitchen equipment and cooking techniques
- Strong attention to detail
- Ability to thrive in a fast-paced environment
- Ability to work well in teams

Competencies

1. Customer/Client Focus.
2. Learning Orientation.
3. Teamwork Orientation.
4. Thoroughness.
5. Time Management.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration, bending stooping, reaching, and occasionally carrying objects of 10 – 45 pounds.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required Education and Experience

1. Ability to read, write and speak English.

Preferred Education and Experience

1. High School diploma or G.E.D.
2. Prior cafeteria or food industry experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administrator and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

I, the undersigned, have read and understand the contents of the job description. I am aware that this job will be evaluated annually in accordance with the District Employee Manual.

Print Employee Name	Employee Signature	Date