Job Title: Student Food Service Hourly, Food & Nutrition Services

Reports to: Kitchen Lead or Kitchen Manager, Food & Nutrition Services

Director, Food & Nutrition Services
Classification: Non-Exempt
Status: School Year Calendar
Created/Revised: October 28, 2026

Job Purpose

Assists the kitchen team and supervisor in the preparation and production of food and beverages-specifically at high school coffee shops. Responsible for running the provided point of sale, prepares limited food selections, coffee and beverages as directed by the kitchen manager. Responsible for practicing proper food safety measures including, but not limited to safe food preparation, proper personal hygiene and cleaning and sanitizing. Supports dishwashing as needed with the use of a manual dishwasher.

Essential Functions and Responsibilities

The duties and responsibilities described below are considered the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Be a team player and have a positive attitude
- Available early mornings 6:50am-7:50am (no weekends are required and off all Holidays plus off in the Summer)
- Requires the ability to be flexible and adapt to change
- Complies with all Federal, State and Local laws, regulations and policies.
- Rotates production duties as directed by the Lead or Kitchen Manager.
- Serves beverages and food to students as directed by the Lead or Kitchen Manager in a friendly, efficient manner and portions the food according to District established portion control standards.
- Cleans and sanitizes assigned work areas before the end of each serving period using appropriate sanitation techniques.
- Cooperates in testing new recipes and new products.
- Practices standards of excellence for quality food presentation and service.
- Actively supports a courteous staff and pleasant environment.
- Able to perform other duties as assigned.
- Practices appropriate personal hygiene and follows accepted dress code according to District policies and Federal, State, and Local guidelines.
- Other duties as assigned.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire, or for the continuation of employment.

Skills and abilities:

- Ability to work effectively, collaboratively and positively with students, staff, and teachers.
- Ability to learn and use system technology.
- Ability to use a positive, caring, supportive approach while working with a variety of people.
- Ability to initiate, prioritize and implement responsibilities without direction.
- Ability to work independently, make sound judgments, organize, plan and balance multiple priorities.
- Ability to maintain a high degree of confidentiality of District, school, and student information.
- Ability to maintain self-control and handle complaints and requests for information in an effective, positive and efficient manner.
- Ability to operate a variety of food service equipment, mainly in the coffee shop or the ability to learn.
- Must be in good academic standing while employed.

Language skills:

- Ability to read, analyze, and interpret handbooks, manuals, etc.
- Ability to communicate with team members effectively.

Mathematical skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions with several abstract and concrete variables.
- Ability to use good judgment and effectively solve problems.

Working Conditions

This job is performed in a school setting, namely in a food service operation.

Physical Requirements

The physical and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to Frequently stand, walk, twist, bend, sit, talk or hear. The employee may Frequently use hands to finger, handle or feel objects or controls. The employee may Occasionally stoop kneel crouch or crawl. The employee may Regularly reach with hands or arms. The employee may Regularly lift and/or move up to 10 pounds; Occasionally lift and/or move up to 25 pounds; Rarely/Never lift and/or move up to 50 pounds.

Education and experience

- None required.

Licenses and Certifications

- None required

EEO Statement

Employees and persons seeking employment with the District shall not be discriminated against or excluded from employment on the basis of age, race, religion, disability/handicap, color, national origin, ancestry, creed, pregnancy, marital status, citizenship status, sex or sexual orientation, political affiliation, arrest or conviction record, genetic information, military service, use or non-use of lawful products off the District's premises during non-working hours, declining to attend a meeting or participate in any communication about religious or political matters, authorized use of family or medical leave or worker's compensation benefits, and any other reason prohibited by state or federal laws.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the School District of Elmbrook reserves the right to change assigned duties, responsibilities or activities with or without notice.

_____ _____

Employee Signature Date Signed