

FIRST MESA ELEMENTARY SCHOOL

Position Description

Food Service Worker

INTRODUCTION

The Food Service Worker helps the Head Cook in the daily preparation of meals for students. The incumbent helps with preparing of menus, handling of foods, using kitchen utensils, moving and lifting of containers of food, use of kitchen equipment and machines, and helps maintain the cleanliness of the kitchen and dining areas.

GENERAL DUTIES AND RESPONSIBILITIES

1. Assists in setting up food serving lines by placing hot and cold foods, condiments, drinks, etc on the counter, steam tables, buffet carts or side tables; replaces or replenishes items as necessary
2. Assists in the preparation of food that is cooked according to instructions, is attractive, in desired quantities, on time, and complies with sanitation standards.
3. Assists with serving food; removes food items and containers after each meal adhering to proper storage.
4. Assists in the preparation and serving of wholesome, well cooked, well balanced meals, twice a day, five days a week to First Mesa Elementary School (FMES) students and special foods for banquets, parties, field trips and parent /school board activities.

5. Cleans and maintains sanitary conditions in the kitchen, storage areas, and serving and dining areas.
6. Prepares simple menu items, such as beverages, fruits, vegetable salads, and simple sandwiches; arranges trays, box lunches and simple snack items.
7. Works in dish room, scraping and preparing food utensils for cleaning, and stacks and stores food utensils. Presoaks and hand washes larger pots and pans, etc.
8. Maintains sanitation requirements throughout the food services unit including the outside areas. Reports maintenance problems as necessary.
9. Assists in unloading incoming supplies and following proper rotation procedures for storage. Retrieves food items for daily use as requested.
10. Works under the supervision of the Head Cook who provides policies, duty schedules, assignments and priorities. The more routine work is carried out in an independent manner. More complex assignments dealing with lower level food preparation activities will receive technical review and assistance ranging from close to general observation depending on the assignment and previous work assignments and experience. A higher graded worker in certain shift situations may also furnish work direction and assistance. Guidelines will include oral and written instructions, policy statements and applicable food preparation information (i.e. sanitation, recipes, etc.). Work will be reviewed for adequacy and timely completion of assignments.

4. Must be in good physical condition. Frequent lifts and/or movement of heavy objects up to thirty (30) pounds or more, may be required.

SUPERVISORY CONTROLS

The incumbent shall work under the supervision of the Head Cook and the CSA/Principal with independent responsibility for actions, decisions and commitments for which the employee is responsible.

TERMS OF EMPLOYMENT

1. This position is based on a 10 MO. school year contract.
2. Suitability for employment must be established with an extensive background investigation.
3. Indian Preference in employment.

11. Conducts communication with students, parents, staff, and other resources regarding the Food Service Department.
12. Conducts communication and responsibilities in accordance with the First Mesa Elementary School Policies and Procedures.
13. Performs related duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to read, write and interpret instructions verbally and written (i.e. recipes, sanitation, etc.) and complete daily assignments from these sources of information.
2. Ability to use safe work practices and good judgment in the use of machines and in the handling of foods.
3. Ability to safely and properly store, mix, and dilute ingredients.
4. Ability to work under emergency conditions when needed to keep the school in operation.
5. Knowledge in supervisory skills to efficiently manage employees under his/her supervision.
6. Knowledge in safety practices needed to keep the working environment safe for employees.

QUALIFICATIONS

1. Must possess a High School Diploma, or equivalent certificate.
2. Certificate from a Culinary Arts Program and/or 2 years of related work experience in the food service area.
3. Must possess a current Food Handlers Card.