

## SPENCER VALLEY SCHOOL DISTRICT

### Food Service Worker

**BASIC FUNCTION:** Assist in the preparation of food; clean, wash, and maintain cafeteria utensils, machines, equipment, and work spaces. Supervise students during scheduled morning and lunch recess as directed.

**REPRESENTATIVE DUTIES:** Employee may perform any combination of the essential functions shown below. Duties may vary. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

#### Essential Functions:

- Assist in the preparation or cooking of various entrees, vegetables, sandwiches, and other foods.
- Prepare line and a la carte salads.
- Prepare breads and desserts.
- Package foods for shipment.
- Set up serving lines.
- Place food safely for service.
- May direct the work of hourly employees and student helpers.
- Coordinate food preparation; prepare appropriate amount of food for students and staff.
- Work with office to ensure all students have meals.
- Maintain safe and sanitary conditions of kitchen and equipment.
- Operate mechanical kitchen equipment including but not limited to electric mixer and dishwashing machine.
- Clean, scrape, wash and sanitize dishes, pots, pans, silverware, and other kitchen equipment.
- Sweep and mop floors, wash tables, counters, and woodwork.
- Dispose of waste.
- Order essential items and food as needed.
- Assist in checking, storing, and caring for food and supplies safely according to local health department guidelines.
- Follow appropriate procedures to abide by required health department protocols, including but not limited to required daily logs.
- Supervise students during scheduled recess times.
- Ensure that school rules are followed and student behavior toward staff and other students is appropriate.
- Monitor students proactively to prevent conflicts or concerns from developing.
- Communicate in a calm, neutral and non-confrontational manner.
- Refer students to site administrator when necessary for discipline support.
- Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS:

**Education and Experience:** Any combination of training, experience, and/or education equivalent to graduation from high school.

**Licenses and Other Requirements:** Possession of a valid California driver's license with a safe driving record may be required for designated positions which are assigned to prepare, transport, and serve food from a mobile food preparation vehicle.

Individuals employed in this job class must be have a valid food handlers card and complete the required specified food service sanitation-training course.

A Food Service Manager Training Certificate is highly desired as appropriate for this job.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Reading and writing in English communication skills.

**Ability To:** Read, write, speak, and understand the English language. Learn modern methods of quantity food preparation and serving and to use and care for kitchen machinery and equipment. Establish and maintain effective working relationships with others. Meet schedules and time lines. Enforce school rules and regulations. Demonstrate respect, acceptance and fairness in work with students.

## **WORKING CONDITIONS**

**Environment:** Indoor and outdoor environments, cafeteria/kitchen environment.

**Physical Requirements:** Physical condition necessary to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies and serve food; lifting heavy objects up to 50 pounds.