

FOOD SERVICE WORKER I

DEFINITION

Under general supervision, to perform duties involved in the safe preparation, handling and serving of food; to clean and sanitize cafeteria equipment and facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level classification that provides assistance in food preparation, serving and related kitchen activities.

EXAMPLES OF DUTIES

Assists with the preparation and serving of food. E

Serves one or more items of food and beverage at a counter, serving line or steam table. E

Operates a variety of kitchen equipment. E

Participates in the storage of food, including the preparation and packaging for distribution to other school sites. E

Shares responsibility for the daily cleaning of kitchen equipment, in order to ensure cleanliness and sanitary conditions. E

Assists in the control or management of inappropriate student behavior in the cafeteria. E

Performs cashiering duties, as assigned. E

Operates a variety of cafeteria equipment. E

Knowledge and ability to use a computer. E

Assists in the storing and inventorying of ingredients and supplies. E

Participates in the thorough cleaning of facilities that occurs periodically. E

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

Basic food preparation including washing, cutting and assembling food items and ingredients.

Proper methods of storing kitchen equipment, materials and supplies.

Methods of preparing and serving food in large quantities.

Sanitary and safe practices related to cooking and serving food.

Basic math and cashiering skills, including weights and measurements.

ETIWANDA SCHOOL DISTRICT

FOOD SERVICE WORKER I (CONTINUED)

QUALIFICATIONS GUIDE (CONTINUED)

ABILITY TO:

Learn to operate kitchen equipment used in quantity food preparation.
Prepare and set up food items for service to students and staff.
Learn and follow health and sanitation requirements.
Serve food to students and staff according to established procedures.
Maintain food service equipment and facilities in a clean and sanitary condition.
Work efficiently within time constraints.
Communicate clearly in oral form.
Understand and carry out oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Prior experience in food preparation and serving is desirable, preferably involving institutional portions and procedures; equivalent to completion of twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

LICENSES

Employees in the class shall be required to hold a valid Food Service Worker certificate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 5214, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations, including a urinalysis drug screen.

WORKING CONDITIONS

1. While performing the duties of this job, employees are regularly required to see, bend, reach, stand, walk, listen, lift, talk, chop, stir, pour and measure. Employees continually lift and move objects; while most of this lifting and moving will not normally exceed twenty (20) pounds, it will periodically involve moving or lifting heavier items of varying weights, up to fifty (50) pounds. The noise level of this job will be consistent with institutionalized food service preparation. Employees may be exposed to childhood diseases and anti-social behavior.
2. To perform this job successfully an individual must be able to perform each essential duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ETIWANDA SCHOOL DISTRICT

JOB FUNCTION ANALYSIS

Job Title: Food Service Worker I	Department: Food Services
Job Type/ Code:	

Employee:		Claim #:	
Date of Injury:		Location:	
Schedule:	Full-time	<input checked="" type="checkbox"/> Part-time	Shift:
Supervisor:		Title:	
		Overtime:	Hrs/wk.
		Ph:	

I. Job Summary/ Objective

Under general supervision, to perform duties involved in the safe preparation, handling and serving of food; to clean and sanitize cafeteria equipment and facilities; and to do related work as required. This is an entry-level classification that provides assistance in food preparation, serving and related kitchen duties.

II. Identification of Job Functions	
A. ESSENTIAL Functions and Tasks: (Percentages are based on a 2 – 5 hour work day)	
<p>1. FOOD PREPARATION /COOK/ BAKING/HEATING 25-100% per shift</p>	<p>Assists with the preparation and serving of food; participates in the storage of food, including the preparation and packaging for distribution at designated school sites; food preparation / set-up activities may include but are not limited to: removing boxed items from freezer or storage, open and placing entree on baking sheet and/or pan, places in oven; may also assemble and bag entree as needed; may also place entree on separate tray for holding in food warmer; sandwich preparation may include: meat, cheese, bread, cutting, wrapping and placing in cold holding unit; additional preparation for entree may include: burritos, pizza, fruit cups, canned fruits; open can, scoop and put in 4 oz cups and place on individual trays, hot vegetables, heat and place in cup all items must be capped; (capped and lid)</p>
<p>2. KITCHEN EQUIPMENT 80-100% per shift</p>	<p>Operates a variety of kitchen equipment; this equipment may include but is not limited to: slicer, can openers, mixers, dishwasher, wedger/slicer, terminal with keypad, ovens, warmers, stove tops, walk in freezer, walk in refrigerator, kitchen utensils, milk cooler, salad bar, steam table, hose reel/sprayer</p>
<p>3. SERVING 0-75% per shift</p>	<p>Assists with the preparation and serving of food; serves one or more items of food and beverage at a counter, serving line or steam table; assists in the control or management of inappropriate student behavior in the cafeteria; serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests for students and school personnel; serving may include taking panned items from warmer and placing on to serving counter; placing food on student trays; replacing panned item with full pan of food; refilling salad bar, replenishing milk or juice</p>

4. CLEAN-UP / SAFE & SANITARY 100% per shift	Shares responsibility for the daily cleaning of kitchen equipment, in order to ensure cleanliness and sanitary conditions; cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining safe and sanitary conditions; includes pots, pans, utensils, salad trays, salad bar, various containers, clean-up of spills, wipe down counters throughout the shift; rotation of food items
5. CASHIER DUTIES / PAPERWORK 10-75% per shift	Performs cashiering duties, as assigned; assists in the control or management of inappropriate student behavior in the cafeteria; collects payments; prepaid or cash; completes appropriate paperwork for the purpose of providing food, money and production accountability;
6. INVENTORY 5-10% per shift	Participates in the storage of food, including the preparation and packaging for distribution at designated school sites; assists in the storing and inventorying of ingredients and supplies; other duties may include: rotation of food by date; monthly physical inventory at end of month; daily inventory of milk, produce and left over food; documentation of what was served, left overs, and new product; order product for milk, salads, etc.
7. TRAINING 0-100% per shift	Pre-Employment Training; Safety in-service training; may train student workers and substitutes as needed

B. NON-ESSENTIAL Functions and Tasks: NONE

III. Qualification Standards	
Education:	Equivalent to completion of twelfth grade
Desired Experience	Prior experience in food preparation and serving is desirable, preferably involving institutional portions and procedures
Licenses/ Certification:	Fingerprint /Department of Justice Clearance; Tuberculosis clearance; Food Handlers Certificate
Knowledge:	Basic food preparation including washing, cutting and assembling food items and ingredients; proper methods of storing kitchen equipment, materials and supplies; methods of preparing and serving food in large quantities; sanitary and safe practices related to cooking and serving food; basic math and cashiering skills, including weights and measurements
Abilities:	Learn to operate kitchen equipment used in quantity food preparation; prepare and set-up food items for service to students and staff; learn and follow health and sanitation requirements; serve food to students and staff according to established procedures; maintains food service equipment and facilities in a clean and sanitary condition; work efficiently within time constraints; communicate clearly in oral form; understand and carry out oral and written instructions; establish and maintain effective working relationships with those contacted in the course of work

The following frequency key denotes the frequency that each activity is performed daily.

Frequency Key:

N = Never

S = Seldom (less than .5 hour per day)

O = Occasionally (.5 to 3 hours per day)

F = Frequently (3 to 6 hours per day)

C = Continuously (more than 6 hours per day)

IV. Physical Demands

A-1. Postures/ Movements: During ESSENTIAL Functions

	Freq.	Duration		Freq.	Duration
Sitting	N	N/A	Crawling	N-S	1-5 seconds
Walking	O	Seconds – 1 minute	Lying Down	N	N/A
Standing	S-O	Seconds-2 minutes	Twist at Waist	O-F	1-5 seconds
Stooping	S	2-10 seconds	Operate Foot Controls	N-S*	1-2 seconds
Squatting	S	2-10 seconds	Walk on Uneven Ground	O	Seconds Fatigue mats throughout kitchen, slight grade for water drainage
	Freq.	Duration	Tasks		
Climbing	N-S	1-10 seconds	Ladder, step stoop; ramps; Retrieving stock from freezers, inventory in/out of cafeteria		
Balancing	S-O	Seconds-1 minute	Ladder, step stool; large tray out of oven, case of food, walking over fatigue mats		
Kneeling	S	< 1 minute	Cleaning lower shelves, retrieve lower product, obtain serving trays / cooking trays; retrieve from refrigerator / freezer; locking wheels on salad bar or warmer		
Bending	O	1-45 seconds	Dishes, stocking, serve, replenish salad bar, milk cooler; cookies, food preparation, retrieving item from oven, shelves, clean-up		
Reach- Above Shoulder	S	< 1 minute	Retrieving stock, inventory, retrieving items from oven, refrigerator, freezer, stand up warmer, shelves, bread rack, cleaning		
Reach-At/Below Shoulder	O-F	1 – 45 minutes	Food prep, cooking/baking, retrieving pots/pans, cleaning, cashier duties, serving		
Neck Extension (up)	S	< 1 minute	Retrieving stock, inventory, standing warmer, cleaning, refrigerator, bread rack		
Neck Flexion (down)	O-F	< 1 minute	food prep, stock on lower shelves, pans, paperwork, serving, cashiering, dishes, wash hands, sweeping		
Neck Rotation (turning)	O	1-30 seconds	Food prep, wash dishes, retrieving items from ovens, refrigerator, stock room, milk cooler, safety, cleaning, paperwork, cashier, serving		

Comments: *Salad cart and warmers (foot break)

B-1. Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight in Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	S-O	O-F	S	Serving utensils, condiments, paper products, cookies, paperwork, individual produce, empty pans, large can of tuna, fruits, canned vegetables, one pack of milk cartons, cleaning supplies, broom, mop; case of hamburger patties; case of chicken patties
11-25	S	S	N-S	Sheet pan of pizza, panned cookies, Sugar, case of cookies, sauce, gravy; bag of rice
26-50	N-S	N-S	N	Case of canned fruit, case of pizza, case of oranges, pans of ravioli, chili items, sauce, gravy; case of apples, Sugar, case of institutional cans, case of fruit, crates of milk; case of turkey
51-75	N	N	N	N/A
76-80	N	N	N	N/A
Over 81	N	N	N	N/A
Comments: The employer has indicated a required ability to lift up to 50 lbs. Assistance may be available in some instances, however, is not guaranteed				
Heaviest item lifted alone by Employee: Case of Milk, Case of Fresh Fruit Weight: 50 Pounds				

IV. Physical Demands (Continued)			
C-1. Carrying: During ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	S-O	1-50 ft.	Serving utensils, condiments, paper products, cookies, paperwork, individual produce, empty pans, large can of tuna, fruits, canned vegetables, one pack of milk cartons, cleaning supplies, broom, mop; case of hamburger patties; case of chicken patties, gallon of dressing
11-25	S	1-5 ft.	Sheet pan of pizza, panned cookies, Sugar, case of cookies, sauce, gravy; bag of rice
26-50	N-S	1-2 ft.	Case of canned fruit, case of pizza, case of oranges, pans of ravioli, chili items, sauce, gravy; case of apples, Sugar, case of institutional cans, case of fruit, crates of milk; case of turkey
51-75	N	N	N/A
76-80	N	N	N/A
Over 81	N	N	N/A
Comments: The employer has outlined that a cart is available once items are lifted.			
Heaviest item carried alone: Case of fruit, Case of Milk		Weight: 50 Pounds	Distance: 1-2 ft

V. Hand Activities

1. During Essential	Frequency			Duration: The time an activity is performed at one time.	
	Right	Left	Either	Duration	Examples During ESSENTIAL Functions:
Fine Manipulation	-	-	O-F	1-30 minutes	Food into plastic bags, cookies, writing, paperwork, food prep, coins/money, cleaning, separate lids / cups, gloves, fruit or salad cups
Keyboard	-	-	N-O	1-90 minutes	Terminal/cashiering, telephone, calculator
Simple Grasp	-	-	O	1-30 minutes	Hand utensils, rags, plastic bags, food preparation, paperwork, stock, serving, cup fruit
Power Grasp	-	-	S-O	1-10 minutes	Cookie tray with cookies, vegetables, pushing salad bar; retrieving cases of food, washing pans, pans of food, rotating stock/inventory
Pushing/ Pulling	-	-	S-O	Seconds – 1 minute	Oven doors, salad bar cart, dishwashers, walk-in refrigerator, freezer, case of product, pans of food, restocking, rotating, food cart
Driving/ Steering	-	-	S	1-10 minutes	In service training, emergency at another site to help out, salad bar cart, food cart
Hand Controls	-	-	S-O	30 seconds – 30 minutes	Oven dials/knobs; steam table/warmer knobs; steamers, slicer, mixer; automatic dishwasher, faucets, dish room, disposal knob, temperature knob

Comments: The employer has indicated that hand usage is left up to individual employee's discretion.

VI. Mental and Psychological Demands

			ESSENTIAL
Basic Work Abilities:	1	Comprehend and follow verbal and written instructions.	O-F
	2	Maintain the established work pace.	O-F
	3	Adhere to established work and safety procedures.	O-F
	4	Respond appropriately to direction, feedback, or criticism.	O-F
	5	Respond appropriately to changes in the work setting.	O-F
Attention to Task & Details:	6	Perform simple/ repetitive tasks.	O-F
	7	Perform complex/ varied tasks.	N-O
	8	Organize tasks and set priorities.	O-F
	9	Manage multiple tasks simultaneously.	O-F
Interaction with Others:	10	Work cooperatively with coworkers.	O-F
	11	Interact with customers or the public.	O-F
	12	Give training/ instruction.	N-F
	13	Lead, direct or supervise others.	N
Decision Making:	14	Use basic problem-solving techniques.	N-S
	15	Work autonomously, or with minimal supervision.	O-F
	16	Make independent decisions based on data/ circumstances.	O

VII. Communication and Sensory Demands

Method	Frequency	Function #'s: ESSENTIAL
Sight	O-F	1,2,3,4,5,6,7
Smell	O-F	1,2,3,4,6
Hearing	O-F	1,2,3,4,5,6,7
Speaking	O-F	1,2, 3,4,5,6,7
Reading	S-O	1,2,3,4,5,6,7
Writing	S	1,3,5,6,7
Math	S-O	1,2,3,4,5,6,7

VIII. Environmental Conditions		
	Freq.	During ESSENTIAL Functions
Indoors	O-F	Food Preparation / Cook/Bake/Heat; Kitchen Equipment; Serving; Clean-up/Safe & Sanitary; Cashier duties / Paperwork; Inventory; Training
Outdoors	N-O	Take out trash; Bar-B-Que; Serving; Clean-up / Safe & Sanitary; Receive Inventory;
Work at Heights	N-S	Step Stool; Food Preparation (retrieving); Inventory
Cold	S-O	Freezer, Refrigerator; Food Preparation (retrieving); Inventory; Milk Cooler; Outdoor Functions
Heat	O-F	Kitchen Environment; Ovens, Baking/Cooking, Dishwashers; Outdoor Functions
Humidity/ Wetness	S-O	Refrigerator condensation; Dish Room; Steamers; Warmers; Food Preparation
Temperature Swings	S	In/out of kitchen environment to freezer, refrigerator
Dust/ Wind	N-O	Santa Ana Winds / Serving / Cashiering; Outdoor Functions
Excessive Noise	O-F	All functions within the kitchen environment, oven fans, co-workers, convection ovens, phone, fans, students
Vibration	S	Mixer, Slicer, Garbage disposal lever, cleaning hose in dish room
Radiation	N-O	Sunlight; Microwave Ovens, Outdoor Functions
Gas/ Fumes/ Odors	S-O	Exhaust for ovens, cleaning solutions, steam table, Food, Hot Carts
Chem./ Biohazards	O-F	Cleaning solutions, injured co-worker
Electrical Hazards	O-F	Kitchen environment, refrigerator, freezer, kitchen equipment and utensils, plug/unplug, milk cooler
Explosive Hazards	O-F	Water Heater, Ovens
Mechanical Hazards	O-F	Kitchen environment with equipment and utensils
Near Equip/ Machinery	O-F	All functions within the kitchen environment; Slicer, Ovens, Warming Cart, Steam Table, Mixer, Openers, Bakers Rack, Knives/Box Cutters

Safety Equipment and/ or Attire:	Oven Mitts, Cloth Aprons, Requirement for employees to wear closed toed shoes / non slip, hair nets, disposable gloves, cutting gloves, non-slip fatigue mats
Safety Training:	New hire safety training; 1 time per year – 2 hours; redirected training as needed.
Comments:	

IX. Operation of Vehicles, Equipment or Machinery			
During ESSENTIAL Functions	Freq.	During ESSENTIAL Functions	Freq.
Refrigerator / Freezer	O-F	Can Openers	S
Knives	O	Hand Utensils	O-F
Slicers	N-O	Mixer	N-S
Ovens	O-F	Food Carts	S-O
Box Cutters	S	Steam Table	N-O
Milk Cooler	O	Warming Cart	O-F
Ice Machine	N-S	Bar-B-Que	N-O
Bakers Rack	S	Salad Bar	N-O

X. Work Schedule & Setting

Hours per day:	2-5	Weekend days/ month:	0	Rest Break(s):	1 X 15 minutes		
Days per 2 weeks:	10	Overtime hours/ week:	0-1	Meal Break:	No meals minutes		
# EE's at work site:	2-9	Supervise/ Lead: # of Staff:	0	Supervised by:	Site Manager		
Brief Description of Work Site:	Kitchen Environment, flooring is tile and cement with fatigue mats, air / heat in some; oven hood exhaust within the kitchen; use of fans as necessary; variety of kitchen equipment and utensils						
		%			%		
Site Characteristics:	Informal		0	Formal		100	Informal + Formal = 100 %
	Individual Effort		0	Teamwork		100	Individual Effort + Team = 100%
	Familiar Tasks		90	Variable Tasks		10	Familiar + Variable = 100 %
Slow Pace	0	Moderate Pace	20	Fast Pace	80	Slow + Mod + Fast Pace = 100%	
Lo Pressure	0	Mod. Pressure	20	High Pressure	80	Low + Mod + High Pressure = 100%	
Comments:							

ETIWANDA SCHOOL DISTRICT

Job Title: Food Service Worker I	Department: Food Services
Job Type/ Code:	

XII. JOB ANALYSIS ADDENDUM: Determination of **Essential & Non-Essential** Functions

This Addendum corresponds to the Job Analysis that was completed for this job title on: 03/ 28/ 04
(Date of Interview)

Each job function was examined by using the following criteria, to determine whether it is an Essential or a Non-Essential Job Function.

		<i>Job Function Number:</i>	1	2	3	4	5	6	7
A	Do employees who currently hold this position perform this function?		+	+	+	+	+	+	+
B	Did employees who previously held this position perform this function?		+	+	+	+	+	+	+
C	Would it be difficult to delegate this function to other employees?		+	+	+	+	+	+	+
D	Does this function require highly specialized expertise, training or knowledge?		+	+	+	+	+	+	+
E	If the answer to D was yes, was the employee hired or promoted for this specialized knowledge?		+	+	+	+	+	+	+
F	What potential outcomes could result if the employee failed to perform this function?	Potentially unsafe working conditions	+	+	+	+	-	+	+
		Errors in production or service	+	+	+	+	+	+	+
		Increased re-work	+	+	+	+	+	+	+
		Customer dissatisfaction / complaints	+	+	+	+	+	+	+
		Burden to other staff members	+	+	+	+	+	+	+
		Other:							
G	What operational difficulties could result if the employee failed to perform this function?	Delays of production or service	+	+	+	+	+	+	+
		Increased overtime costs	+	+	+	+	+	+	-
		Increased repair/ maintenance costs	-	+	+	+	+	+	+
		Loss of revenue	-	+	+	+	+	+	+
		Potential for liability issues	+	+	+	+	+	+	+
		Other:							
H	Does the position exist so that this function will be performed?		+	+	+	+	+	+	+
I	Do prior job descriptions or analyses list this function as a requirement of the job?		+	+	+	+	+	+	+
J	Does an established productivity standard apply to this job function?		N/A	N/A	N/A	N/A	N/A	N/A	N/A
K	Does a collective bargaining agreement include this function as a part of this job?								
Based on the answers to questions A-K, is this Job Function identified as Essential?			+	+	+	+	+	+	+