

FOOD SERVICES WORKER I

Range 6

DEFINITION

Under the general supervision of the Food Services Supervisor, plan, organize and participate in preparation and serving of food; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; perform cashiering, point of sales, and record-keeping duties.

RESPONSIBILITIES

- Participate in quantity food preparation and serving.
- Set up food serving station and serve food to students and staff according to established procedures.
- Starts ovens and warmers.
- Assists in preparation of entrees.
- Sells a la carte items.
- Prepares side dishes such as rice, salads, pastas, in quantity.
- Operate a cash register, point of sales machine, accept payments for food and pre-purchased meals; record sales using a computerized cash management system.
- Clean and store dishes, utensils, cafeteria equipment and food supplies; maintain work area in a clean and sanitary condition.
- Maintains regular and prompt attendance in the workplace.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic methods of food preparation, cooking, baking and serving in large quantities.
- Sanitation principles applicable to food preparing, handling, and serving.
- Basic food serving equipment and utensils.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Operation of food service equipment and computerized cash management systems.
- Interpersonal skills using tact, patience and courtesy.
- Storage and rotation of perishable food.

Ability to:

- Learn rules and regulations pertaining to health and safety in the cafeteria.
- Prepare and serve food in large quantities.
- Operate school food service equipment in a clean and sanitary condition.
- Understand and carry out oral and written instructions.
- Assure that food items are prepared, served and stored properly.

FOOD SERVICES WORKER I

- Operate a computerized cash management system and make change accurately.
- Learn, interpret, apply and explain policies, procedures, rules and regulation related to assigned activities.
- Meet schedules and timelines.
- Establish and maintain effective working relationships.
- Maintain consistent, punctual and regular attendance.

LICENSE OR CERTIFICATIONS REQUIRED

Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment. Valid California driver's license required.

EXPERIENCE:

No experience required.

One year of paid experience in food preparation and kitchen maintenance desired.

EDUCATION:

- The ability to carry out oral and written directions, read, writes and speaks at a level sufficient to fulfill the duties to be performed for the position described.
- High school diploma or equivalent required.
- College credit in related course work preferred.

WORKING CONDITIONS

ENVIRONMENT:

The Food Service Worker I will be required to work indoors in a standard office or kitchen environment and may come in direct contact with district staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe, non-slip shoes, professional, casual work attire, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required. Food Service Worker I must comply with all food handler personal hygiene, grooming and safety standards.

PHYSICAL DEMANDS:

1. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
2. Reach overhead, grasp, push/pull up to 50 pounds for short distances
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Lift and/or carry up to 50 pounds to waist height for short distances.
5. Enter data into a computer terminal and operate standard office equipment for extended periods of time.