

Southern Kern Unified School District

Position Description

Position Title: **Food Service Worker**

Department: Food Service

Reports To: Food Service Manager, Supervisor of Food Services

Prepared By: Staff Date: September 25, 1996

Approved By: Board of Education Date: June 4, 1997

SUMMARY: Under direct supervision of the Food Service Manager, to assist in the preparation, serving, and selling of foods; to assist in the cleaning of the kitchen and snack bar areas, and in the cleaning and maintenance of utensils and equipment; may receive cash or tickets, maintain simple records; and to do other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes in-service training as stipulated by contract.
- Assists in quantity food preparation.
- Assists in the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
- Sets up and breaks down serving lines (salad bar, hot food, snack bar).
- Operates kitchen equipment, cash register.
- Counts money, makes changes, completes related reports.
- Orders supplies, stocking shelves, maintaining current inventory.
- Supervise students approved to work.

SUPERVISORY RESPONSIBILITIES: May supervise student workers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE and LICENSE: High School Diploma or GED previous experience as cashier and/or experience working with students. Valid California drivers' license.

LANGUAGE SKILLS: Ability to read and comprehend detailed instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, staff, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems quickly involving variables in unique as well as standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass an entry-level aptitude test. Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and

the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register or as a food server.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, depth perception, peripheral vision and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.