

ROLE DESCRIPTION FOOD SERVICE WORKER

TITLE: Food Service Worker

QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. Aptitude for successful performance of the responsibilities listed is necessary.
3. Proficient with computer systems.

REPORTS TO:

Director of Food Services, Food Service Manager/Supervisor

JOB GOAL:

To enhance student achievement by assisting in the preparation of planned, nutritional meals served in a pleasant, sanitary manner.

PERFORMANCE RESPONSIBILITIES:

A. OPERATE FOOD PREPARATION EQUIPMENT:

1. Demonstrate awareness of the location and operation of all safety equipment.
2. Prepare the steam tables and all hot food serving equipment.
3. Inspect equipment for cleanliness and functional operation.
4. Report any equipment failure to Food Service Manager/Supervisor.
5. Record equipment temperatures.

B. MAINTAIN THE HIGHEST STANDARDS OF SAFETY AND CLEANLINESS:

1. Wear appropriate uniform, gloves, hairnet, etc.
2. Scrub sinks, counters and work area daily or as necessary.
3. Wash and sterilize all serving utensils, pans and equipment.
4. Clean lunchroom tables with appropriate cleaner.
5. Perform major periodic cleaning of refrigerators, ovens, walk-ins, storeroom, and food preparation area.
6. Maintain the highest standard of safety and cleanliness in the kitchen following the New Hampshire Sanitation Code.
7. Be conscientious about students' allergies.
8. Reports immediately any problems or accidents occurring in the kitchen or the cafeteria to the Director
9. Participate in relevant training as required.

C. ASSIST WITH COOKING AND PREPARING MEALS ON DAILY MENU:

1. Prepare food according to planned and tested recipes.
2. Assure food is of the best quality, appearance, and temperature before it is served.
3. Assure proper storage and/or disposal of all unused food or supplies.

D. MAINTAIN DAILY PAPERWORK/INVENTORY

1. Report daily requisitions from the storeroom.
2. Report to manager any inferior quality of food supplies delivered.
3. Determine quantities of each food to be prepared daily.
4. Maintain all dates for accurate and current storeroom records.
5. Verify daily deposits and Points Of Service (POS) reports.
6. Complete daily inventory and production sheets.

E. SERVES STUDENTS AND STAFF IN A CONSISTENT AND PLEASANT MANNER:

1. Assemble food and supplies for service to students.
2. Maintain a positive attitude while serving students and staff.
3. Act as cashier on a Point of Sale computer.
4. Record students' accounts accurately and confidentially.
5. Enter lunch sales during lunch periods.
6. Demonstrate accurate accounting procedures.
7. Prepare daily deposit after verification of each cashiers' returns.
8. Relocate temporarily to assist in another school cafeteria when deemed necessary by the Director.

F. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent
Walking – Occasional
Sitting – Occasional
Driving – Frequent to Occasional – as per school.
Lifting – Ability to lift 25 lbs. – 30 lbs.
Bending/stooping – Frequent to Occasional

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.