

GEYSERVILLE UNIFIED SCHOOL DISTRICT
PROPOSED JOB DESCRIPTION: FOOD SERVICES WORKER
May 23, 2013
Salary Classification: C 17

DEFINITION:

Under the supervision of the Lead Cook, assists in preparation, transportation, and serving of cafeteria meals under the National School Lunch and Breakfast programs; Implements the student lunch payment system; completes required record keeping; Assists with operation of Education Park snack bar.

EMPLOYMENT STANDARDS:

Knowledge of:

- Sanitation and safety requirements.
- Correct English grammar, spelling, and usage.
- Proficient in basic math.
- Proper office practices and procedures, including basic record keeping and cash accounting methods and procedures.
- Quantity food preparation, service, storage, delivery, sanitation and safety.
- State and Federal Regulations dealing with school service programs, including, but not limited to, standards for a fully reimbursable meal, offer vs. serve requirements, meal count procedures, etc.
- District Wellness Policy
- HACCP principals

Ability to:

- Assist in the maintenance of accurate record keeping for money receipts and deposits, food production and service records, meal program eligibility and daily meal counts.
- Work under supervision and to establish and maintain cooperative relationships with students, staff, and the public
- Maintain the confidentiality of school & student related information
- Assume food service management responsibilities in a temporary and/or emergency situation
- Project a positive image of the District to the public and to the community
- Learn technology necessary to perform duties.
- Follow instructions.
- Effectively work with no supervision.
- Maintain a clean, safe, pest free work environment

SPECIAL REQUIREMENTS:

- Physical strength and stamina to lift and carry items weighing up to 50 pounds.

- Ability to transport meals on a daily basis, following proper procedures to hold temperatures at an acceptable level until serving time.
- Ability to work continuously while standing.
- Ability to work at a rate of speed which allows a tight schedule to be met.
- To manage a number of tasks simultaneously.
- Will be expected, with training, to get a food manager's permit, as required by the Sonoma County Department of Health.

EXPERIENCE AND TRAINING:

- Any combination of training and experience that would provide the necessary knowledge, ability and skills.
- Restaurant experience is very helpful
- Experience in a school or other environment working with children is desirable.

EDUCATION:

- High school diploma or equivalent.

Desirable Qualifications:

- Basic functional computer literacy
- Ability to communicate effectively in Spanish as well as English.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Participates in the preparation, cooking, and service of food for students and staff.
- Perform the general duties necessary to receive, process and record data relating to the National School Lunch and Breakfast programs, including maintaining accurate eligibility and meal count records.
 - Record meals ordered and served, receive money for food sold, make accurate change
 - Follows approved housekeeping and safety practices to assure that sanitary, safe, and pest free conditions are maintained in the kitchen and food service areas.
 - Perform necessary daily cleaning duties-
 - Analyzes procedures and implements changes as necessary for increased efficiency in the preparation, transportation, and serving of meals.
 - May assist with menu planning, using knowledge of nutrition guidelines for various levels of child development
 - Maintains records of student food-related health issues, including allergies
 - Assist in the training and supervision of substitutes.
 - Work cooperatively with other members of the staff.

- Assists faculty, staff, and community organizations such as Broncho Boosters in use of the kitchen and cafeteria for special events including, but not limited to Cinco de Mayo, Pennies for Patients, Field Day, and End-of-school Barbeques.
- Maintain a professional, friendly rapport with student customers
- Assist in arranging for a substitute for necessary absences.
- On a daily basis, helps plan and prepares food to be served at the elementary school salad bar
- Transport food and supplies to the elementary school twice a day in his/her own vehicle or a district van. If employee's vehicle is used, mileage will be paid.
- Set up, cook, sell, and account for nutritious break items in the snack bar.
- Cleans and prepares fresh produce for use in meals.
- Bakes muffins and other flour based menu items.
- Prepares and heats pre-processed food for serving.
- Prepares and cooks "from scratch" menu items, including a wide variety of entrees.
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- Counts daily food service receipts with another food service employee, safeguards food service money.
- Manages milk inventory at the elementary school to avoid having product past the appropriate code date, and provides lead cook with needed ordering information weekly.
- Rotates stock in the store room in order to use foods in a timely manner and to prevent spoilage.
- Uses the dishwasher to clean preparation and serving tools
- Maintains dishwasher, including responsibility for ordering and storing cleaning supplies.
- Prepares bag lunches for student field trips.
- Attends District Wellness Committee meetings as requested.
- Endeavors to use produce from the Geyserville Elementary School Garden in student meals whenever possible.
- Following approved HACCP methods, maintains daily log for refrigerator and freezer temperatures, for sanitizer solution concentration, and calibration of thermometers.
- Temporarily assumes many of the responsibilities of the lead cook in her absence, including, but not limited to:
 - Supervising , preparing, cooking, and serving food, using standardized recipes.
 - Planning or altering menus as needed
 - Ordering food, milk, and supplies
 - Receiving and storing goods orders
 - Cleaning and maintaining the kitchen and equipment
 - Managing schedule changes as needed
- Carry mail to and from the elementary school.
- Other duties as assigned.