

WINDBER ARE SCHOOL DISTRICT JOB DESCRIPTION

Department: Support (Food Service)

Standard Title: Food Service Worker (Level II)

Primary Function:

A Food Service worker (Level II) will execute all duties required of an effective food service program.

Supervision Received:

A Food Service worker (Level II) is directly responsible to the Food Service Coordinator and/or his/her designee.

Essential Duties:

General

1. Oversee operations of a small food service area.
2. Order, receive and stock supplies.
3. Open/close assigned area.
4. Supervise/instruct the work of cooks and other food service employees.
5. Food preparation as needed and ensure health and food safety procedures are followed.
6. Resolve routine questions where problems have occurred before and their solutions generally are familiar.
7. Refer more complex issues to higher levels.

Food Preparation and Serving

1. Supervise storage and handling of food items and supplies.
2. Maintain a clean and organized storage area.

Safety and Sanitation

1. Operate tools and equipment according to prescribed safety standards.
2. Follow established procedures to meet high standards of cleanliness, health, and safety.
3. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
4. Maintain personal appearance and hygiene.

Other

1. Handle and record cashier functions accurately.
2. Record food requisitions and orders necessary supplies.
3. Maintain daily food preparation records.
4. Promote teamwork and interaction with fellow staff members.

Secondary Duties:

1. Help as a substitute in other areas when needed.
2. Maintain a primary focus on student and employee safety.
3. Follow all federal, state and local laws, rules and regulations.
4. Display initiative in evaluating and increasing the effectiveness of the food service department.
5. Be courteous in all dealings with parents, students and employees.
6. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
7. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
8. Attend and participate in district-sponsored in-service programs.
9. Performs duties with awareness of all LEA requirements and practices.
10. Perform duties as assigned by the Superintendent and/or his/her designee.

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

Physical Requirements:

Employees in this position must have the ability to:

1. Stand/Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 60 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Ability to understand food preparation and safety instructions

2. Working knowledge of kitchen equipment and food production procedures
3. Ability to operate large and small kitchen equipment and tools
4. Ability to perform basic arithmetic operations
5. Read basic operating instructions.
6. Demonstrates aptitude for successful completion of the tasks assigned.
7. Display positive attitude and good judgment in working with students and adults.
8. Be neat and clean in body and dress.
9. Show initiative and flexibility in assuming and completing assignments and other duties with prompt attention.
10. Display willingness to learn new procedures and implementation of such procedures.
11. Be part of the team and work as a team member. Working with all employees.
12. Alternatives to the above qualifications may be made as the board finds appropriate and acceptable.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.