

## USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **FOOD SERVICE – Main Dish Cook, Baker, Cook’s Assistant, Salad Bar, Ala Carte**

SUPERVISOR: Kitchen Manager/Food Service Director

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

### QUALIFICATIONS:

1. High School diploma or equivalent
2. Neat, responsible, punctual, dependable
3. Must meet all State of Kansas food service employee health requirements
4. Good math skills
5. Work well with others & follow directions
6. Be flexible, creative, and a self-starter
7. Complete an approved food safety class within the first 6 months of hire date
8. Maintain current TB testing as required by Health Department regulations

### ESSENTIAL FUNCTIONS:

1. Prepare foods as specified on menus for lunch & breakfast daily to provide nourishing meals to students and staff.
2. Assess amounts of food as directed and replenish food in the line.
3. Perform food handling and preparation, and line service under strict safety and sanitary guidelines and regulations for the purpose of complying with State regulations.
4. Practice safe and & efficient use of equipment.
5. Keep work area clean and organized, maintain sanitary conditions, wash hands upon arrival and wear a hairnet during working hours in compliance with state regulations.
6. Assist with serving of meals.
7. Assist with major cleaning of refrigerators, storerooms and oven at regularly scheduled intervals as required for the purpose of providing a sanitary work place.
8. Operate dishwasher as assigned.
9. Maintain a high level of confidentiality regarding student and staff information.
10. Attend appropriate meetings conducted by Kitchen Manager, Food Service Director, and/or KSDE to remain informed on all requirements of the program.
11. Implement governmental policies and regulations as required for the purpose of complying with state and federal regulations.
12. Perform other duties and assume other responsibilities as assigned by Kitchen Manager or Food Service Director.

### PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Capable of lifting and handling large containers of food (30-50 lbs)
2. Able to tolerate heat & work on feet for extended periods.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects.
4. Requires stooping, bending, kneeling, reaching and turning.
5. Must work in and around fumes and odors.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Requires regular attendance and physical presence at the job

TERMS OF EMPLOYMENT: At will.

PERFORMANCE REVIEW: New employees are evaluated at the end of 90 days by the Kitchen Manager. Subsequent evaluations are performed once a year.

APPROVED: 5/13/2013