



Sequoia Union High School District

Job Description

JOB TITLE:	Food Service Worker II
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified
SALARY SCHEDULE:	6.5
WORK - YEAR / HOURS:	9 months
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

Under general supervision of the Food Service Lead, performs a variety of work related to food preparation and set up, receiving and storage of provisions, cleaning of kitchen equipment, distribution of food to students and staff, collection of money, daily record keeping and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a skilled classification in food service, providing assistance to Food Service Lead for the preparation and service of food to students.

Food Service Worker II is the full working level in the Food Services Department classification series. Under general supervision, incumbents perform the full range of duties associated with planning, preparing and serving food in a cafeteria setting including responsibility for a designated service area, inventory and meal accountability, serving students and school staff.

EXAMPLES OF DUTIES

- Receives supplies from suppliers and vendors, verifies quantities, and stores items appropriately according to storage requirements, rotates stock
- Assists in ordering and preparation of food items as instructed
- Responsible for insuring designated serving area is prepared with food, beverages, utensils, condiments, napkins, and other items
- Sells food, collects money, and makes change, enters prepayments
- Uses computerized cash register to record food and meal sales
- Keeps logs and records for departmental record keeping
- Maintains inventory records for designated service area
- Washes dishes, kitchen equipment and utensils
- Cleans and sanitizes food preparation and service areas
- Lifts heavy cases of food and beverages up to 35 pounds in weight
- Assist students and staff with Free & Reduced Meal application process

QUALIFICATIONS

Knowledge of:

- Basic arithmetic
- Safe food handling practices
- Food preparation procedures and routines in a cafeteria setting
- Kitchen cleaning compounds and supplies
- Safe work practices
- Application process for Free & Reduced Meal Program
- Food Safety Certification desirable

Ability to:

- Understand and carrying out oral and written instructions
- Communicate with students and staff
- Work quickly and efficiently
- Operate food service equipment
- Distinguish food components that meet the nutritional requirements for a reimbursable meal
- Provide meal service in an efficient, accurate and pleasant fashion
- Provide back up to the Food Service Lead

Skill in:

- Proper use of food preparation, meal distribution, dishwashing, kitchen cleaning and cafeteria equipment
- Use of computerized cash register for meal service, prepayments and preparation of meal accountability reports
- Safe money handling procedures and ability to make change accurately
- Basic record keeping and inventory management
- Washing dishes, utensils, pots and pans in a commercial setting
- Using appropriate cleansing compounds and disinfectants
- Reading labels and storage requirements
- Establishing and maintaining effective working relationships with those contacted in the course of the work

OTHER REQUIREMENTS

The Physical abilities required of this classification may include the following:

- Must be willing to work in a confined area, in warm temperatures and in exposure to cleaning solutions, disinfectants, and possibly bacteria
- Physical ability to stand on feet for extended periods of time
- Physical ability to lift and move of objects weighing as much as 35 pounds
- Manual dexterity to operate food preparation equipment, utensils and tools and to push buttons on point-of-sale terminals
- Vision sufficient to evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials and read point-of-sale terminal displays
- Speech and hearing sufficient to receive instructions and relay information

