

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: FOOD SERVICES WORKER

Supervisor: Food Services Director and/or Food Services Manager

**GENERAL JOB DESCRIPTION:** To prepare and serve nutritious, attractive, tasteful food for students and school staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Self-motivated
3. Demonstrate ethical behavior.
4. Engage in self development.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project over-all concern for personal appearance as it relates to job performance.
9. Carry out assignments and instructions from supervisor in a competent and efficient manner.
10. Communicate with supervisor and food service staff and customer.
11. Maintain personal safety and safety to others as number one priority.
12. Maintain sanitation procedures in every area of food preparation, serving of meals and clean-up.
13. Maintain sanitary personal hygiene.
14. If bookwork or identifying and counting tickets are required, do it with accuracy and timeliness.
15. Understanding the components of a reimbursable tray.
16. Be congenial, a team player, must work well with others.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Maintain positive relations with food service staff, students, administrators, faculty, custodian, maintenance, deliverymen.
2. Put away groceries.
3. Empty the trash.
4. Work with student workers with patience and friendliness.
5. Help co-workers as needed.
6. Any other duties as assigned by Food Services Manager or Director and/or Superintendent.

### **QUALIFICATIONS:**

1. High school diploma or GED, preferred.
2. Some experience in food service preparations. Quantity cooking experience preferred.
3. Ability to count accurately.
4. Ability to read and write accurately.
5. Have the physical capacity to handle food preparation, supplies, and operate kitchen equipment.
6. Ability to work with many people and maintain positive attitude.
7. Possess a valid New Mexico driver's license appropriate for operating vehicles.
8. Such alternatives to the above qualifications as the Superintendent may find appropriate and

acceptable.

#### **PHYSICAL REQUIREMENTS:**

1. Standing, sitting, bending, lifting, reaching, carrying, climbing, squatting, kneeling, stooping.
2. Hand/eye coordination, normal range of sight and depth perception.
3. Lifting from floor to mid-thigh maximum (30-50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (40-50 pounds) occasionally.
4. Lifting from shoulder to overhead maximum (30 pounds) occasionally. Carrying (25-30 pounds) maximum regularly.
5. Continual hand washing for sanitation purposes.

#### **SAFETY AND HEALTH:**

1. Wear protective devices such as back supports, aprons, and hand guards.
2. Use pot holders when handling hot pans.
3. Wear leather top, non-skid soled shoes.
4. Read, observe, and understand precautions and proper methods of handling chemicals, equipment, food, and non-food products.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

#### **EQUIPMENT /MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all equipment necessary to the job such as:
  - Food mixer and accessories, commercial dishwasher, convection oven, range, garbage disposal, walk-in freezer, walk-in cooler, reach-in refrigerator, steam tables, milk cooler, beverage dispensers, washer, dryer, thermometers.
2. Food and non-food products.
3. Chemicals.

#### **WORK ENVIRONMENT:**

1. Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required.
2. Must be self-motivated and able to complete job assignment without direct supervision.
3. Amount of kitchen space, kind of equipment, and arrangement of equipment varies from school to school.
4. Heat exists in the kitchen when oven(s) are being used. When being used, the dish room is hot and humid.
5. Noise levels vary according to kind of work being done, and the kind of equipment being used.
6. There are some distractions and interruptions of the work schedule to be dealt with everyday.
7. Storage of food and non-food products may be in small or large areas.
8. Floor surface is floor tile.

#### **Terms of Employment:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_