



JOB DESCRIPTION

POSITION:	Food Service Worker
STATUS:	Part-time
REPORTS TO:	TBD
PURPOSE:	The responsibilities of a school food service worker include more than the preparation and serving of food to students during breakfast or lunchtime. They must clean and sterilize utensils, machines and other equipment used during food preparation, assist with meal planning, ensure that students are served appropriate portion sizes, store, and handle food in safe ways, keep records of and reorder stock, and participate in staff meetings. Performs related tasks as required.

ESSENTIAL FUNCTIONS

- Create weekly menus for student's morning meal and purchase corresponding food supplies.
- Practice personal hygiene and proper sanitation procedures.
- Turn on, test, and monitor equipment at the beginning of the day.
- Food preparation according to written and oral instructions.
- Monitor food and equipment temperatures continuously.
- Exhibit courtesy and understanding to staff and students.
- Perform dishwashing duties of cooking, serving, and eating utensils tools.
- Properly store fresh, frozen, and leftover food items before the risk of bacteria develops. This duty must be performed in a safe and practical manner. Containers must be sealed and placed in the appropriate storage area, whether it is the refrigerator, freezer, or storage room.
- Set up and break down of serving areas.
- Rotate incoming and outgoing inventory.
- Demonstrate knowledge of sanitation practices.
- Maintain a neat, clean, and safe work environment.

Participation

- Keep records of how many meals were served or what portions were left over.
- Take inventory of the food stocks and other items used for breakfast.
- Participate in staff meetings, team meetings, and committees as assigned.
- Participate and engage in trainings and/or coaching experiences and/or professional development opportunities supporting the application of principles, theories, and methods utilized at CHILD.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Washington State: vaccinations for K-12 and higher education employees are mandatory. All employees are required to be fully vaccinated and follow Washington State covid mandates. There are limited exceptions under the law which employees may apply for, including legitimate medical reasons and sincerely held religious beliefs.

Education/Experience

- Possession of, or eligible to obtain, Washington State Food Handler's Permit.
- Washington State Driver's License.
- Experience working with children with special needs in an educational setting is preferred but not required
- Professional behavior and judgment specifically in areas of confidentiality, client safety, communications with clients and coworkers.
- Competency using Microsoft Outlook, Excel, Word, and Adobe.

Knowledge of:

- General knowledge of materials and methods used in preparing and serving meats, breads, vegetables, and other foods on a large scale.
- General knowledge of the use or care of food preparation equipment.
- Skill in the use of standardized and specialized kitchen utensils and equipment.
- Ability to establish and maintain effective working relationships with vendors, students, and school staff.
- Able to maintain emotional control.
- Ability to work with others in a close fast paced environment.

SKILL IN

Meal Planning/Nutrition

The duties of the school food service assistant start with meal planning. The U.S. Department of Agriculture has instituted a food pyramid that outlines the basic nutrition needed for school-age children. The service assistant needs to know what is required in this pyramid, so meals are planned accordingly. The assistant helps the head cook prepare the menu for a better understanding of what is required for each meal.

Cleaning/Maintenance

The food service assistant cleans the food preparation area and maintains a safe environment for preparing and cooking the food items. The machines, equipment and utensils used in the food preparation should be inspected each time they are used to determine whether additional cleaning or maintenance is required. The food service assistant should have a knowledge of how certain machines are torn down, thoroughly cleaned and put back together so the units function properly. These machines could include the mixers, warming tables, and other equipment.

Serving

Actually serving the food is important and should not be overlooked. Healthy portions are determined by the food pyramid and the server should abide by these guidelines. As a food service assistant, one of duties includes serving the food in the appropriate portions. Attention to the temperature of the food is also important. Health codes dictate the temperature at which certain foods must be kept. If the food falls out of these safe temperature ranges, it must be removed and replaced with other food.

Other Duties

The food service assistant should stay informed of all nutritional information, kitchen supplies and health codes. The assistant may serve as head cook during certain times if necessary. The assistant would then need to plan the menu, order supplies, and oversee the operations of the cafeteria and kitchen.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, and Adobe.

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 noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; sit; use hands and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state, or local law.