

Corning Union High School District
Job Description

JOB TITLE: Food Service Worker I

Salary Range:

Dept./Family: Food Services

Immediate Supervisor: Director of
Food Services

Approved: Board of Trustees

DEFINITION:

Under the direction of the Director of Food Services, maintains the smooth and successful operation of the kitchen and cafeteria. Prepares /bakes/ cooks food, and serve meals in accordance with all State, Federal, and local regulations.

ESSENTIAL FUNCTIONS:

- Using various kitchen equipment, cooks main dishes; bakes breads and desserts, prepares vegetables and other foods.
- Checks recipes and estimates quantities of supplies needed.
- Serves in the cafeteria as required; follows and enforces established portion size, sanitation practices, and student behavior rules.
- Assists in cleaning and storing cafeteria equipment and food supplies. Assists in menu preparation.
- May assist in food orders and supplies.
- May direct student workers, apprising the Director of Food Service of situations which may require his or her attention.
- Prepares and serves a variety of meals to students; adheres to recipes and nutritional guidelines for menu planning; arranges breakfast, lunch and dinner plans for next day meals.
- Maintains clean and sanitary conditions in facility in order to assure the highest degree of cleanliness of food production and service areas.
- Maintains the appropriate serving temperature of all foods.
- Inventory, receive and stock supplies.
- Maintains established standards of quality and quantity in food preparation and presentation.
- Performs other job-related duties as assigned.
- Deliver food to additional school sites in the district.

ENVIRONMENT:

- Work is subject to constant interruptions.
- Majority of work is performed in the kitchen, cafeteria, food storage areas, and dish room.
- Exposure to uncomfortable working conditions and equipment hazards including exposure to heat, noise, air contaminants, fumes or dust including odors from cooking, harsh cleaning agents, and other skin irritants.
- The noise level in the work environment is usually moderately loud in kitchen and other student areas.
- Regular contact with students and school staff.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate all modern kitchen equipment
- Requires frequent walking, sitting or standing for extended periods of time, kneeling and bending, reaching horizontally and overhead to retrieve and to store supplies and records.
- Employee required to stoop, kneel, crouch, or crawl; and taste or smell.

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- Hearing and speaking to exchange information in person and on the phone.
- Must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.
- Work frequently involves operation of kitchen preparation equipment including specialized kitchen tools, knives, mixers, slicers, thermometers, disposals, freezers, dishwashers, and refrigerators.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REPRESENTATIVE DUTIES:

- Helps maintain inventory.
- May be required to perform cashiering duties.
- Must have personality to maintain human relationships demanded in a public service agency.
- Required to wear a hair cover, apron, and other items required in a school kitchen.
- Keep daily production records.

KNOWLEDGE, ABILITIES AND SKILLS:

- Federal, state, and county laws as well as District rules related to students.
- Basic kitchen safety and sanitation.
- Cooking methods and procedures, including food production and related routines.
- The principles of inventory control.
- Mathematical skills required to extend recipes, large quantity ordering, etc.
- Proper sanitation practices and personal hygiene regulations.
- Equipment maintenance techniques and practices.
- Food preparation techniques, practices and services.
- Prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete assignments.
- Following and effectively communicating verbal and written instructions.
- Working independently and as a team member.
- Prepare food that is visually appealing and that tastes good, in large quantities.
- Observe and direct student workers in the cafeteria.
- Operate standard commercial cooking and cleaning equipment.
- Use modern office equipment as required in the course of duty.
- Ability to speak, read, write, and communicate effectively.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Organize own work, set priorities and meet critical time deadlines.
- Ability to follow oral and written directions.

QUALIFICATIONS:

- At least one year of relevant experience in quantity food preparation, food service, sanitation, storage, and portion control.
- Must have and maintain a ServSafe Certification or comparable food safety certificate.
- Basic knowledge of proper preparation and food handling methods, kitchen safety and sanitation, written budget limitation, storage and inventory control, pertinent federal, state, county and other applicable laws, rules, regulations and guidelines.
- High School Diploma or equivalent required.

LICENCE:

- Valid California Drivers License.