

**Corning Union High School District
Job Description**

JOB TITLE: Food Service Worker II

Salary Range:

Department/Family: Food Services

Immediate Supervisor: Director of
Food Services

Approved By: 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. Assists the Director of Food Services in ordering supplies, maintaining inventory and completing necessary paperwork and record keeping.

Position is differentiated for Food Service Worker I by experience in cooking and baking, increased levels of responsibility for ordering, inventory and recordkeeping.

May act in a lead capacity in the absence of the Director.

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.
- Maintains clean and sanitary conditions in facility in order to assure the highest degree of cleanliness of food production and service areas.
- Maintains established standards of quality and quantity in food preparation and presentation.
- Helps coordinate other Food Service Workers and student workers, apprising the Director of Food Service of situations which may require his or her attention.
- Prepares, cooks 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.
- Coordinates kitchen activities with Food Services Director to meet daily production demands.
- Inventories, orders, receive and stock supplies as directed.
- May plan, assign, and assist food service workers in setting priorities in daily food preparation.
- Performs other 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.
- May be required to lift and carry heavy items weighing up to 50 pounds.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate all modern kitchen equipment

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- 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.
- May require employee to stoop, kneel, crouch, or crawl; and taste or smell.
- 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.
- Keep daily production records.

REPRESENTATIVE DUTIES:

- Helps maintain inventory.
- May be required to perform cashiering duties.
- Other job-related duties as assigned
- 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.

KNOWLEDGE, ABILITIES AND SKILLS:

- Federal and State laws related to students.
- Basic kitchen safety and sanitation.
- Cooking methods and procedures, including food production and related routines.
- 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.
- Effectively supervising, leading and delegating tasks and authority.
- Prioritizing multiple tasks, projects and demands.
- Following and effectively communicating verbal and written instructions.
- Working independently and as a team member.
- Ability to coordinate and supervise other staff to ensure the smooth and successful operation of the kitchen and cafeteria.
- Ability to work with minimal guidance and supervision. Work independently and as a team member.
- Operate standard commercial cooking and cleaning equipment.
- Use of some modern equipment as required in the course of duty.
- Ability to speak, read, write, and communicate effectively.
- Prepare food that is visually appealing and that tastes good, in large quantities.
- Assist in the procurement of foods for the food service operation in accordance with menus.
- Maintain bookkeeping and inventory records.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- 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:

- Two (2) years of relevant experience in quantity food preparation, food service, sanitation, storage, and portion control.

- Two (2) years of experience coordinating and managing employees is ***desirable***.
- Must have and maintain a ServSafe Certification or comparable food safety certificate.
- Considerable 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.

LICENSE:

- Valid California Drivers License.