



Fort Cherry School District

Job Description

Title: Food Service Worker (Cook/Server)

Overview: Employee shall prepare, prep, produce, and serve a variety of foods from fresh, canned, dry, or frozen states according to recipes related to federal, state, and local regulations and requirements; assist with other tasks related to food production and/or service

Location: Kitchen in assigned School Building

Reports to: Food Service Production Manager

Supervises: NA

Coordinates with: Food Service Administrators/Staff

Essential Duties:

1. Prepare or assist in the preparation of a variety of main, side, and accompanying menu items, including sandwiches, salads, meats, vegetables, and fruits as specified by the menu, recipes and production records
2. Set up and merchandises food and food service areas and serves food
3. Operate kitchen equipment such as, but not limited to, electric mixers, slicers, grinders, ovens, stove tops, warmers, and coolers
4. Utilize kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, and ladles
5. Practice safe food handling according to Food Services Standard Operating Procedures
6. Assist in the monitoring, reduction, and management of food waste
7. Clean and sanitize pots, pans, serving trays, and kitchen utensils

8. Perform daily, weekly, and monthly deep cleaning of the facility, service areas, and all kitchen equipment such as counters, tables, ovens, refrigerators, freezers, mixers, transient hot carts, mobile carts, and rolling racks, as needed
9. Receive, label, and store food and supplies according to food standards
10. Assist in transporting and serving food to other locations as necessary
11. Assist with inventory process
12. Assist in preparing and removing sales, production, and other report
13. Communicate effectively with all members of the District and Community
14. React to change productively and handle other tasks as assigned
15. Maintain confidentiality
16. Support the mission, vision, and belief statements of the District
17. Any other responsibilities assigned by Supervisor

Qualifications and Skills:

- High School Diploma or GED
- Demonstrate customer service experience
- Ability to be certified in ServSafe
- Ability to work rapidly and efficiently in performing job duties
- Ability to work cohesively with peers, supervisors, school personnel, and students
- Ability to apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Ability to read, write, and communicate in basic English
- Ability to count money and make change accurately
- Ability to use a computer and/or cash register
- Ability to display customer service skills on an ongoing basis
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment

- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent/Food Service Management

Terms of Employment:

Employment obligations will be defined in the Educational Support Personnel Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement