

**Roswell Independent School District
Job Description**

Job Title: FOOD SERVICES WORKER

Reports To: FOOD SERVICE KITCHEN MANAGER and DIRECTOR OF STUDENT NUTRITION

Essential Duties and Responsibilities:

1. Responsible for duties as assigned: serving area, serving food delivered in hot carts, cooking, cleaning, dishwashing, receiving groceries, and/or supplies and cashier duties depending on area of assigned work, line server, cook and/or cashier.
2. Supervises student helpers (when present).
3. Responsible for ordering supplies from main kitchens; (ketchup, napkins, etc.)
4. Keeps area clean and neat.
5. Informs Kitchen Manager of any needed repairs or equipment replacement.
6. Responsible for cleaning all tables and benches. (School custodian cleans floors.)
7. Responsible for receiving the correct amount of food delivered according to the satellite sheet.
8. Must use correct serving equipment to assure proper portion sizes.
9. Must assure that each student is served a correct reimbursable meal according to Federal Guidelines.
10. Performs all job-related tasks as required or assigned.
11. Must work closely with all food service employees, school principal, school secretary and staff maintaining a friendly, courteous attitude resulting in a good working relationship with open lines of communication.
12. Must ensure a smooth running, inviting lunch environment for students, and maintain a friendly warm personality toward all customers.
13. Operate Point of Sale Computer if required as a cashier and any other duties performed by a cashier (e.g. collecting money on student accounts).
14. Follow all HACCP guidelines.
15. Attend all required training programs pertaining to food safety.
16. Keep all temperature logs for coolers, freezers, and dry storage.
17. Participate in student nutrition professional development trainings.
18. Follow district policies and administrative rules and regulations.
19. Maintain sanitation procedures.
20. Complete required logs and/or paperwork with accuracy and timeliness.
21. Maintain confidentiality with sensitive matters.
22. Be flexible and able to prioritize tasks and maintain accurate and detailed reports.
23. Possess organizational skills.
24. Be able to make sound decisions.
25. Report to work on time and *able to work anywhere from 2 to 8 hours* as needed.
26. Work independently with very little supervision.
27. May be required to perform other related functions as assigned by your supervisor.

Qualifications:

1. High School diploma or GED is preferred but not required.
2. Must meet all city, state and district licensure and/or certifications as required.
3. **Current Driver's license and Car Insurance (if traveling from site to site).**
4. School Food Preparation Experience preferred.
5. Basic mathematical, reading and writing skills.
6. Food Service Safety and Health Requirements.
7. Must have a current Food Handler Certificate (current or within 30 days) and maintain it.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), reaching, climbing, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

FOOD SERVICES WORKER (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

1. Must know how to properly operate, or be willing to learn to operate, all kitchen equipment as needed.
2. Food and Non-Food Products
3. Chemicals

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without supervision and efficiently. Will be required to go from site to site as needed. After-hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date