

BARNSTEAD ELEMENTARY SCHOOL DISTRICT
Food Services Personnel

TITLE: Food Service Personnel

GENERAL DESCRIPTION:

The Food Service Workers report to the Food Service Director on a daily basis. He/she is responsible for the preparation and serving of school breakfast and lunch programs, as well as related activities in assigned building.

QUALIFICATIONS:

- High School diploma or equivalent
- Experience in food service preferred
- Ability to operate kitchen equipment
- Ability and willingness to be flexible/adaptable in fast-paced environment
- Ability to work well with people, students, staff and public
- Familiarity with food preparation
- Must possess ServeSafe certification or become certified within one year of date of hire.

ALL PERSONNEL REPORTS TO: Food Service Director and Business Administrator

EVALUATION:

Performance in this position will be evaluated annually, in person and in writing, by the Food Service Director.

KITCHEN POSITIONS

COOK:

- Prepares and cooks meals, as well as special-ordered salads
- Serves lunch and assists in the kitchen as needed
- Does daily clean up
- Other duties as assigned

CASHIER:

- Run Point of Sale
- Record Lunch count
- Pull from the freezer what is needed for the kitchen for the day
- When order comes in, put freezer items away
- Continuously keep the dishwasher running
- Helps cook whenever there is free moment
- Daily clean up
- Other duties as assigned

SERVER:

- Prepares and serves breakfast/Grab and Go and lunch
- Keeps milk cooler full

- Puts away refrigerated items as soon as they arrive
- Assists in cooking when free
- Daily clean up
- Other duties as assigned

PERFORMANCE RESPONSIBILITIES:

- Assist in preparation of appetizing food in accordance with prescribed methods
- Perform routine preparation tasks, such as cutting up fruit and vegetables, making and wrapping sandwiches and salads
- Set up stock work areas with all necessary ingredients and equipment
- Prepare, set up, stock and package food for food/beverage serving line
- Operate point of sale computer system
- Assist with daily cleaning duties in cafeteria including cleaning equipment and work areas, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of the leftovers. Organize food service and dining areas
- Comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean clothes (including an apron) while engaging in handling food, drink, utensils or equipment. The use of caps, hairnets, headband, pins or other hair restraints is required for all food handlers
- Adhere to work safety procedures
- Wear school district employee identification badge at all times
- Serve students and staff in a cheerful and helpful manner
- Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the Food Service Director
- Accurately complete daily, weekly, monthly and yearly reports, forms, etc.
- Make recommendations to the Food Service Director for improvements to the lunch program
- Follow all district policies and procedures
- Assume other duties as assigned by the Food Service Director
- Demonstrates the ability to work with fellow employees

WORKING CONDITIONS:

- Constantly exposed to wet and/or humid conditions
- Exposed to mechanical moving parts, fumes or airborne particles
- Regularly exposed to extreme cold and heat
- Noise level moderate to loud

PHYSICAL DEMANDS:

- Constantly required to stand, walk, sit, use hands
- Regularly required to talk and hear
- Regularly required to reach with hands and arms, stoop, kneel, crouch
- Regularly required to taste or smell
- Occasionally required to lift up to 30 pounds

(Reconsidered/Approved: 06/28/16)
 (Revisit: 06/20/16)
 (Amended: 09/12/06)
 (Amended: 02/14/06)
 (Adopted: 05/21/02)