

ROSS VALLEY SCHOOL DISTRICT

FOOD SERVICE WORKER

SUPERVISION EXERCISED AND RECEIVED:

Under the immediate supervision of the Principal and general direction of the Food Service Coordinator.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Serves complete paid and free/reduced student lunches under the regulations of the National School Lunch Program;
- Sets up serving stations prior to lunch time and cleans up stations equipment and serving areas and returns equipment and supplies to the storage area after lunch time;
- Assists Food Service Coordinator with daily lunch counts;
- Collects and records cash received for daily lunch sales and submits cash and sale records to Food Service Coordinator daily;
- Assists in inventorying milk and supplies and is responsible for certain items;
- Assembles and distributes bag lunches if required;
- Observes safe and sanitary procedures and practices;
- Other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge of:

- Sanitary and safety measures in food service preparation and serving;
- Simple mathematics as applied to food sales;
- Basic principles of health safety and sanitation;
- Basic operation of food serving utensils and equipment;
- Methods of cleaning and maintaining food service areas, utensils and equipment;
- Proper lifting and moving techniques.

Ability to:

- Perform physical work, carry and lift maximum of 40 pounds;
- Sell and serve food efficiently during rush conditions;
- Perform general cleanup of serving areas and equipment;
- Operate cash box, handle money and account for cash;
- Understand and carry out oral and written instructions;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules and regulations of the District and the school to which assigned;
- Dress appropriately for a school setting;
- Maintain the confidentiality of school-related information;

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- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Maintain the confidentiality of school related information.

EDUCATION:

- High School graduate or equivalent.

EXPERIENCE:

- One year of experience in food services desirable.

Last Approved: February 11, 2004
Last Revised: December 2004