

POSITION DESCRIPTION

Food Service Worker - Class 3

QUALIFICATIONS:

1. Minimum high school diploma or equivalent.
2. Previous food service experience preferred.
3. Serve Safe Certificate.
4. Ability to lift 15-65 pounds, withstand a wide range of temperatures, stand and walk on hard floors 90% of the time, and be able to work with chemical agents.
5. Ability to work with various school personnel, students, and the public.
6. Ability to perform math computations, communicate effectively, and keep accurate records.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director, Production Manager, and Lead Cook.

JOB GOALS: To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort, and benefit of the students and staff.

RESPONSIBILITIES INCLUDE:

1. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained. Assists in the completion of the Monthly Cleaning Duty Schedule.
2. Follows Food Safety Standards when preparing menu items; follows standardized recipes to maintain food quality, taste, and appearance within the scheduled time frame.
3. Assists in the completion of the production records.
4. Assists in ordering appropriate amounts of food and supplies, stores, and uses supplies appropriately.
5. Maintains equipment used in a clean working condition. Reports request for equipment repairs or replacement.
6. Maintains the required hours of Professional Standards for School Nutrition Professionals.
7. Assists with bag lunches for field trips and other school-related student events.
8. Follows District and Department Policies and Procedures and daily work schedule.
9. Ability to communicate effectively with supervisors regarding any problems or concerns.
10. Demonstrates knowledge of USDA regulations. Follows the Meal Pattern requirements.
11. Assists in Food Service promotions.
12. Performs money collection, daily deposit forms, and meal-checking duties as assigned.
13. Performs other tasks and assumes other responsibilities within the overall scope of the position that the Director may assign.

WORK SCHEDULE:

The work day shall be established by the Director but shall not exceed 7 hours per day. Most individuals in this category will work 3 to 7 hours per day as individually directed by the Director. Hours are Monday through Friday during the school year only.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Services Personnel.

CREATED: 12-18-2024

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.