

# Cochrane-Fountain School District – Job Description

## Title: Food Service Staff

### Summary

Under the direction of the Food Service Supervisor, Food Service Staff are responsible for preparing and distributing food items; providing complete and accurate documentation and audit trail for meals served; and maintaining facilities in a sanitary condition.

### Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Food Preparation

- Assist in the preparation and serving of meals and snacks for students and staff.
- Maintain high standards of food quality and appearance.
- Follow established portion control measures to regulate food costs and ensure compliance with meal pattern requirements.
- Follow menus, production sheets and daily work schedules to prepare the appropriate amount of food.
- Deliver meals to classrooms and hand out virtual meals as needed.

### Food Safety

- Follow standards of safety in receiving, preparing, serving, cooling, and storing food.

### Sanitation and Cleaning

- Maintain food preparation, kitchen equipment, and food sanitation standards according to school Food Safety and HACCP (Hazard Analysis Critical Control Point) Plan
- Follow established state and federal sanitation codes and guidelines.
- Perform cleaning duties including: Dish washing, sanitizing work areas and cleaning the cafeteria after meal service.
- Follow standard operating procedures for all kitchen equipment and hot holding units.
- Maintain high standards of personal hygiene and dress code maintenance.

### Recordkeeping

- Assist with the completion of production, participation, inventory, and food safety records.
- Operate the electronic point of sale system to record meals and monitor meal accountability.

### Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Food Service Supervisor or Administration.

## **Typical Physical Requirements**

- Exertion of 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent reaching, handling, and working with near visual acuity.
- Occasional stooping, crouching, hearing, tasting and smelling.

## **Qualifications for Employment**

### Required

- High school diploma or GED
- Prior foodservice experience highly preferred, but we will train the right candidate
- Interpersonal skills to deal courteously and effectively with students, teachers and the general public
- Ability to work independently with minimal supervision
- Basic knowledge of mathematics (addition, subtraction, division, fractions, percentages and measurement)
- Flexibility to quickly change job tasks as needed and work under pressure
- Must be able to read, write and speak English fluently

### Preferred

- Previous food service experience

## **Terms of Employment**

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

## **Evaluation**

Annual evaluation to be completed by the Food Service Supervisor

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**