

Kitchen Prep/Server

Summary:

The School Kitchen Server/Food Preparer works in a school cafeteria, assisting with food preparation and serving meals to students and staff. This role ensures that meals are prepared and served in accordance with school nutrition guidelines, food safety standards, and USD 315 district policies. The server/preparer plays a crucial role in supporting the school's food service program by providing nutritious meals in a clean and organized environment.

Key Responsibilities:

1. Food Preparation:

- Prepare ingredients and assemble meals following approved school menus and recipes that meet district nutrition standards.
- Portion and plate meals for students and staff in compliance with portion control guidelines.
- Assist in preparing specialized meals for students with dietary restrictions or food allergies, ensuring compliance with health and nutrition policies.
- Prepare and serve beverages such as milk, juice, and water.

2. Serving Meals:

- Serve meals to students and staff during breakfast and lunch periods, ensuring all students receive meals in a timely and organized manner.
- Ensure the meal service line is stocked, clean, and efficient to avoid delays.
- Keep track of meal counts for daily reporting, ensuring accuracy in student participation records.

3. Maintaining Cleanliness:

- Clean and sanitize kitchen equipment, counters, serving areas, and tables before and after meal services.
- Ensure compliance with food safety regulations, including proper storage and labeling of ingredients and leftovers.
- Maintain cleanliness of the dining area, including wiping down tables, disposing of trash, and cleaning floors.
- Follow district and health department protocols for sanitation, cleaning schedules, and proper waste disposal.

4. Compliance and Safety:

- Adhere to school district food safety guidelines, including maintaining appropriate temperatures for hot and cold food items.
- Follow district procedures for handling food allergies and special dietary needs.
- Wear appropriate protective equipment, such as gloves and hairnets, as required by school health and safety regulations.
- Report any kitchen equipment issues or safety concerns to the cafeteria manager or Food Service Director.

5. Inventory and Supplies:

- Assist in monitoring and managing kitchen supplies and food inventory, ensuring items are restocked as needed.

- Help in receiving and properly storing food deliveries, ensuring first-in, first-out (FIFO) inventory practices.
- Notify the cafeteria manager when supplies are low or equipment needs repair.
- 6. Collaboration and Teamwork:**
 - Work closely with the school's food service team to ensure meals are prepared and served on time.
 - Assist in setting up the cafeteria for meal service and in closing down at the end of each shift.
 - Collaborate with other school staff to ensure meal services run smoothly, especially during special events or large-scale meal programs.
- 7. Other Duties:**
 - Assist in completing any additional tasks assigned by the cafeteria manager or Food Service Director.

Qualifications:

- High school diploma or equivalent.
- Experience in food preparation or food service, preferably in a school or institutional setting (preferred but not required).
- Knowledge of food safety regulations and procedures, including proper handling of allergens and special dietary needs.

Skills:

- Strong organizational and multitasking skills.
- Ability to interact positively with students, staff, and fellow team members.
- Attention to detail in following recipes and serving portions.
- Ability to work under pressure during busy meal times.
- Physical ability to stand for long periods and lift heavy items.

Working Conditions:

- May involve standing, walking, and lifting during the entire shift.
- Work in a kitchen environment with heat, noise, and frequent contact with food and cleaning chemicals.
- Typical working hours align with school schedules (early mornings through afternoons), with occasional overtime for events or trainings.
- Interaction with students of varying ages, ensuring a pleasant and welcoming environment.

Work Environment:

This position is based in a school cafeteria, serving students from elementary through high school, depending on the building assigned. The kitchen server/preparer works with the food service team, collaborating with other staff members to provide nutritious, well-balanced meals that comply with school nutrition standards.

