

Food Service Job Description
Carbon County School District One

Food Service

Purpose Statement

Maintain food service facilities and equipment in a neat, clean, safe and sanitary condition; to assist in the preparation, setting up, serving and selling of food; and to do other related work as required.

This Job reports to Food Service Director

Essential Functions

- Clean serving counters, tables, chairs, food containers and other equipment.
- Operate dishwasher and wash trays, plates, utensils and other serving equipment.
- Assist in setting up food preparation lines.
- Heat, set up, sell, and serve food to students and faculty.
- Clean and store kitchen equipment, sweep backroom, mop once per week and hallway daily
- Store room: Put away freight in its appropriate place, label freight with the delivery date, clean carriers daily, and inventory responsibilities.
- Main Freezer: Put away freight, label freight with the delivery date, sweep and mop once per week, and break down all boxes.
- Main Cooler & Front Cooler: Put away freight, label freight with the delivery date, toss expired food once per week, sweep and mop once per week.
- Wash & Dry: Scrub and wash each dish, check soap/rinse agent, check dishes for cleanliness and put away in appropriate spots.
- Server Detail: Steam wells MUST be cleaned daily and de-limed once per month, wipe down steam tables, red bars, serving carts and/or tables daily, K1- sweep serving area daily, wipe out fridges weekly, check milk dates daily, take food temps daily, use chem strips to check sanitation strength daily, close cart locker.
- Kitchen: All food surfaces need to be wiped and sanitized daily, swept daily, kitchen drain chemical weekly, de-lime dishwasher weekly, stainless steel wipe all shelves, appliances and freezer/kitchen doors weekly.
- Work days: on scheduled work days – deep cleaning of carriers, red bars, ovens, fridges and freezers will take place, among other duties as deemed necessary.
- Assist in the preparation of food, involving such activities as preparing sandwiches, mixing salads, grating cheese, and preparing fruits and vegetables.
- May fill vending machines.
- Act as cashier, including counting cash receipts and maintaining simple records.
- Comprehensive List: Mopping, sweeping, freight, meal prep, food temps, dishwashing.
Equipment Maintenance: Cleaning, reporting issues, proper care, safe food practices: Temping, monitoring, proper serving sizes. Manage waste: proper disposal of expired items, station cleaning.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

EXPECTATIONS

Food Service Worker Customer Service:

Present a clean and well-groomed appearance, be helpful to staff and students, provide outstanding food quality and appropriate quantities, help our customers have an enjoyable lunch experience, be confidential, limit gossip and negative chatter.

QUALIFICATIONS

Knowledge of: Basic methods of preparing and serving foods in large quantities; Standard food service appliances and equipment; Arithmetical calculation processes and simple record keeping procedures.

Ability to: Operate a variety of food service equipment; Collect money and make change accurately; Work quickly and efficiently; Understand and carry out oral and written directions; Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

Experience

None required.

Education

Equivalent to the completion of the twelfth grade.

Required Testing

Certificates and Licenses

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

ESLA Status

Non Exempt

Continuous Nondiscrimination Statement

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Food Service Worker Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.