



East Lyme Public Schools Position Description

Position Title:	General Food Service Worker	
Department:	Business/Finance	
Reports To:	Director of Food Service	
Prepared By:	Superintendent Jeffrey Newton	Date: June 19, 2017
Approved By:	Superintendent Jeffrey Newton	Date: June 19, 2017

SUMMARY:

The General Food Service Worker (GFSW) works under the direction of the Food Services Director to provide all cold and hot food preparations. This includes all related duties to maintain sanitary, quality-focused specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A General Foodservice Worker (GFSW) works under the direct supervision of the Food Service Director
- Performs assigned food preparation tasks as directed
- Performs tasks related to receiving, storage, preparation and serving of food according to specifications by Management
- Maintains sanitary and healthy standards in food handling, cleaning of all areas, and cleaning and care of equipment
- Maintains good public relations with associates, faculty, students and community
- Maintains ability to perform general duties and responsibilities of cashier
- Attends professional training sessions and in-service meetings as required
- Maintain uniform standards as specified by Food Services Director

These job duties and responsibilities cover general functions in this job classification. Lists of tasks, daily or otherwise, unique to a specific location or assignment may vary. Employees are expected to perform all related duties requested by supervisor.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to communicate clearly and effectively.
- Must be able to read and write in English, do basic mathematics with ease and have ability to make change at cashier station.
- Demonstrate ability to carry out written and oral instructions
- Ability to keep records, as directed
- Must be free from communicable diseases

EDUCATION and/or EXPERIENCE:

- Prior food service experience preferable

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.