

Food Service Specialist

Purpose Statement

The job of Food Service Specialist is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for cooking and distributing food items that meet the mandated nutritional requirements; providing complete and accurate documentation and audit trail for meals served; maintaining facilities in a sanitary condition; and serving as a resource to other Food Service Workers/Specialists.

Essential Functions

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items (e.g. cash, free/reduced meal offset, etc.) for the purpose of securing funds for reimbursement of items selected.
- Directs other food service personnel in the absence of the Food Service Manager for the purpose of maximizing the efficiency of the workforce, meeting shift requirements, and/or providing assistance with administrative functions.
- Inspects food items, and/or work areas (e.g. personal hygiene, proper food temperatures, etc.) for the purpose of preventing cross-contamination of food borne illnesses.
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites.
- Maintains a variety of documents, files, and/or both manual and electronic (e.g. production workbook, fund verifications sheets, menus, catering logs/records, etc.) for the purpose of providing documentation for audit purposes and meeting state, federal, and administrative requirements.
- Maintains inventory of dry storage, refrigerated and frozen food, condiments, etc. for the purpose of ensuring availability of items.
- Oversees food service workers for the purpose of ensuring functions are performed efficiently and/or providing input to administrator for evaluation of personnel.
- Prepares cafeteria food items and/or catering items (including cooking and/or baking) for on-site or remote locations for the purpose of ensuring availability of food service at alternate sites and/or activities.
- Receives food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in school cafeteria; operating a computer including using pertinent software applications; and maintaining accurate record; and or other qualifications the Board deems appropriate.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: quantity cooking methods; pertinent codes, policies, regulations and/or laws; food safety and sanitation requirements; and basic kitchen utensils and equipment.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; meeting deadlines and schedules; and working with children.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Food Handler's Permit (at time of hire), ServSafe Certification (obtain within three months from date of hire)

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card Required, Measles/Rubella Immunity/Vaccination, TB Clearance, Valid form I-9

FLSA Status

Non-Exempt

Approval Date

Salary Grade

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