



STONINGTON PUBLIC SCHOOLS  
*Job Description*

GENERAL INFORMATION

<i>JOB TITLE:</i>	Food Service Worker
<i>DEPARTMENT:</i>	Food Service
<i>TERMS OF SERVICE:</i>	10-month position
<i>FLSA STATUS:</i>	Non-exempt
<i>REPORTS TO:</i>	Director of Food Service
<i>SUPERVISORY RESPONSIBILITIES:</i>	None
<i>WORK ENVIRONMENT:</i>	While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as the gymnasium, lunchroom, busses, and traffic coordination both before and after school.
<i>EVALUATED BY:</i>	Food Service Director
<i>JOB DESCRIPTION REVISION DATE:</i>	July 9, 2024

## QUALIFICATIONS

- Knowledge of:
  - Basic food preparation including washing, cutting, and assembling food items and ingredients.
  - Basic kitchen utensils and equipment.
  - Interpersonal skills using tact, patience, and courtesy.
  - Proper lifting techniques.
  - Packaging and distribution of large quantities of food.
  - Basic math and cashiering skills.
  - Oral and written communication skills.
  - Basic record keeping.
  - Sanitation principles applicable to food serving and kitchen maintenance.
  - Quantify food preparation and handling.
- Education and Experience:
  - Any combination equivalent to the following: graduation from high school or GED and some experience in food preparation, kitchen maintenance, or a related field.
- Licenses and Other Requirements
  - Valid ServeSafe certification preferred

### *Must be able to:*

- Provide timely service of food for students and staff at an assigned school site.
- Assist in maintaining food service facilities, equipment, and utensils in a clean and sanitary condition.
- Learn methods and procedures for preparing and serving food in large quantities.
- Learn sanitation practices related to the handling and serving of food.
- Wash, cut, slice, grate, mix, and assemble food items and ingredients.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Operate cafeteria equipment and a cash register.
- Operate kitchen equipment a computer and assigned software.
- Learn and effectively apply proper sanitation and safety requirements.
- Perform routine arithmetical calculations and make accurate change.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Maintain regular attendance.
- Work collaboratively as part of a team.
- Complete work with interruptions.

## OVERVIEW

Food service workers perform routine food service activities at a central kitchen or an assigned school site while working under close supervision.

## PRIMARY RESPONSIBILITIES

*Given the nature of the position, it is not possible to list every job task and responsibility. The list below is intended to describe various types of work that may be performed, but it is not meant to be all-inclusive.*

In coordination with the Director of Food Service, the Food Service Worker:

- Assist in the preparation and serving of hot and cold food; heat, pan and arrange food items; serve as part of a team to assemble various food items and ingredients as assigned; package and wrap food items according to established procedures and portion control standards; assure proper temperature of foods.
- Prepare salads, sandwiches, fruits, vegetables, packaged foods, bakery items, and other foods for distribution; measure, mix, chop, cut, slice, stir and/or blend a variety of ingredients used in food preparation activities as requested; open cans; label and date open food products.
- Serve meals on serving lines; set out prepared foods; replenish containers as necessary; assist with setting up the cafeteria; assist with catering activities.
- Clean and sanitize work areas, tables, serving counters, tables, chairs, and food containers; prepare food and beverages for sale; count and set up plates, trays, and utensils.
- Perform routine cashiering duties as assigned; receive and count money; reconcile cash and receipts; make correct change.
- Operate standard food service equipment such as slicers, warmers, ovens, sealers, and packing machines.
- Follow established health, safety, and sanitation principles applicable to food serving and kitchen maintenance.
- Stock condiments, food items, and paper goods; assist in the storage and rotation of food, leftovers, and supplies in storage areas.
- Prepare and maintain logs and records; inventory food and supplies; track food for daily production logs.
- Maintain food service facilities, equipment, and utensils in a clean and sanitary condition; sweep and mop floors to assure a safe and sanitary work environment; wash trays, pots, pans, plates, utensils, and other serving equipment.
- Train and provide work direction to student workers.
- Attend meetings, in-service training, and workshops as assigned.

## WORKING CONDITIONS:

- Work Environment:
  - Indoor/Kitchen environment.
  - Subject to heat from ovens and cold from freezers.
  - 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 essential functions.
  - Standing for extended periods of time.
  - Hearing and speaking to exchange information.
  - Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position.
  - Dexterity of hands and fingers to operate food service equipment.
  - Reaching overhead, above shoulders, and horizontally.
  - Bending at the waist, kneeling, or crouching.
  - Seeing to monitor food quality and quantity.
- Hazards:
  - Exposure to very hot or cold foods, beverages, equipment, and metal objects.
  - Working around knives, slicers, or other sharp objects.
  - Exposure to cleaning chemicals and fumes.
  - The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.