



## **FOOD SERVICE I- HALF-TIME**

### **SUMMARY:**

Under direct supervision of the Food Service Manager and Business Manager, this position works to serve the students and staff of Valdez City Schools with attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness. In addition to keeping the cafeteria neat and clean, this position also performs a variety of tasks preparing and serving breakfasts and lunches for their assigned building.

### **ESSENTIAL FUNCTIONS:**

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

1. Assists in the preparation of food from approved recipes and prepares cafeteria and front line for lunch in a quick and timely manner.
2. Serves students and staff from the cafeteria counter.
3. Removes used dishes and assists in the cleaning of dishes, counters, tables, and equipment as directed.
4. Performs related duties as required, including duties at special meal functions.
5. Assists Food Service Manager and Food Service II workers by performing duties such as baking, vegetable/salad preparation, meat cutting, etc.
6. Maintains the weekly cleanliness of walk-ins, coolers, and freezers.

### **COMPETENCIES:**

1. Ability to maintain confidential information.
2. Aptitude or competence for assigned responsibilities.
3. Ability to relate positively and cooperatively with students, other District employees, and school patrons.
4. Ability to follow verbal and written directions with minimum supervision.
5. Knowledge of appropriate food handling procedures.
6. Effective written and verbal communication skills.

### **SUPERVISORY RESPONSIBILITY:**

This position may occasionally assist in the supervision of substitute workers.

### **WORK ENVIRONMENT:**

This job operates indoors in a kitchen environment. This role routinely uses a variety of equipment in the production of school breakfasts and lunches.

### **PHYSICAL DEMANDS:**

Ability to occasionally lift, carry, push, or pull up to 75 pounds with assistance. Additional physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching overhead/handling, repetitive use of hands, speaking, hearing conversations, and near/far visual acuity, depth perception, and field of vision.

### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a part-time position. Days and hours of work are Monday through Friday, 4 hours/day, from 9:00 am to 1:00 pm.

This position operates for 184 days out of the year and is a year-to-year position.

Salary Grade Level A

### **TRAVEL:**

Travel is not expected for this position.

### **REQUIRED EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Experience working in food service production.
3. Current food handlers' card.
4. Valid State of Alaska driver's license.

### **PREFERRED EDUCATION AND EXPERIENCE:**

1. Two years of successful experience in food service production.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

The successful candidate will be required to present a valid criminal background check upon hire.

### **EEO STATEMENT:**

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters

concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SIGNATURE**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Revised: August 3, 2020