



Job Description

FOOD SERVICE WORKER

Department: Cafeteria

Pay Grade: 101

FLSA Status: Non-Exempt

GENERAL PURPOSE

Provides the student body with nutritious meals while maintaining a clean and efficient facility and an atmosphere of friendliness.

ESSENTIAL JOB FUNCTIONS

- Assists in the preparation of food portions and prepares cafeteria counter.
- Serves students and staff from the cafeteria counter.
- Removes used dishes and assists in the cleaning of counters, tables, and furnishings in the dining area.
- Maintains the trash and garbage collection area in a neat and sanitary fashion.
- Scrubs floors and keeps them in a clean and attractive condition.
- Maintains supplies, stocking and retrieving materials as needed and assists in the inventory of supplies.
- Being on call to meet deliveries and verifies receipt and accuracy of shipments.
- Performs other tasks as may be required--including duties at special meal function.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or its equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standards of cleanliness, food handling, and food preparation.
- Knowledge of kitchen safety procedures and guidelines.
- Skill in the effective maintenance and management of a kitchen facility.
- Skill in the production of large amounts of quality food.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to maintain data logs both in written and digital form.
- Ability to communicate effectively under pressure.
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, hot surfaces, electric equipment, sharp tools, and various types of food stuffs. The noise level in the work environment is moderate to high, and the temperature varies from temperate to hot.

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, walk, use hands and fingers, handle, feel, talk and hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is often required to walk. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date