

JOB DESCRIPTION: Food Service
Department: Food & Nutrition Services
Reports to: Food & Nutrition Services Supervisor

SUMMARY: Food service employees efficiently prepare and serve breakfast and lunch to students and staff in Lake Stevens School District. Food Service employees are responsible for the general cleaning of food service equipment, serving tools, serving trays, eating utensils and tables. Cashiers are responsible for efficiently handling all money issues associated with the department and their assigned location. Employees may experience frequent interruptions and/or unexpected changes in menu, equipment used, and personnel involved. Use of cleaning chemicals, exposure to extreme hot or cold environments and walking or standing for long periods are part of the food service positions.

GENERAL FOOD SERVICE EMPLOYEE EXPECTATIONS:

- Comply with all state food handling laws.
- Comply with state and federal regulations.
- Comply with school district policies and building procedures.
- Follow health, safety and emergency procedures of the department and district.
- Support and enforce guidelines for National School Lunch and Breakfast Programs.
- Work as a team member as assist co-workers with varying levels of food preparation and service.
- Willingness to flex or extend work schedule to assist the needs of the department and building schedules.
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Promote and practice professional growth and development.
- Demonstrates good judgment, discretion, and strict confidentiality regarding student and personnel information.
- Maintain a commitment to quality product and exceptional customer service.
- Establish and maintain positive working relations with building staff, administrators, students and parents.
- Work cooperatively and communicate successfully with building staff, administrators, students and parents.
- Demonstrate a commitment to the educational success of all Lake Stevens students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Food Service Group 1: Server/Cashier

Assist in preparation and serving of food for the purpose of providing a quality food service program to students and staff

- Be prepared, proactive and serve students in a timely manner.
 - Comprehend and follow a standardized recipe.
 - Prepare and cook frozen food entrees and monitor temperatures throughout production and service.
 - Prepare and serve hot and cold entrée dishes.
 - Assemble all types of food breakfast and lunch, but not limited to, sack lunches, salad bar, sandwiches and ala carte items.
 - Set up daily food lines, salad bar cart and keeps all items stocked throughout lunch periods.
 - Retrieve food from the fridge, freezer and storeroom.
 - Monitor and record temperatures throughout production and service.
 - Properly handle cleaning and preparation of fresh fruits and vegetables.
 - Properly store and dispose of unused food.
 - Assist with dishwashing and cleaning of kitchen equipment, lunch trays, pans and other dishware used during the day.
 - Monitors food, beverage and supplies and orders as necessary.
 - Assist with forecasting and identifying adequate production based on past trends and usage to prevent food waste.
 - Accurately record planned food and actual student counts on daily production records.
 - Clean service area and wipe down cafeteria tables.

Assist in preparation and serving of students as cashier.

- Set up and serve students in a timely manner.
- Operate a computerized point of sale system, called mPower, using mouse, keyboard and touch screen.
- Ability to utilize and navigate district email by responding and sharing information as needed.
- Ability to use and navigate Microsoft Office programs (i.e. word).
- Efficiently conduct cash, check and account transactions and accurately make change.
- Process payments and or necessary changes to student lunch accounts.
- Follow department "Cashier Manual" guidelines and procedures.
- Accurately balance transactions and produce end-of-day reports.

Other duties as assigned by Food & Nutrition Services Supervisor, Field Assistant or Cafeteria Manager.

TYPES OF MACHINES, TOOLS AND SPECIFIC EQUIPMENT USED:

Cleaning supplies, kitchen equipment such as dishwasher, microwave, walk-in or reach-in refrigerator and freezer, oven, stovetop, grill, industrial can opener, industrial pizza cutter, scale, thermometer, push carts, hot/cold holding carts, kitchen utensils such as strainers, knives, spoons, forks, etc., hot pads, handmits, towels, boxed dry food, and fresh or frozen foods.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES:***Skill Assessment may be required.***

- Ability to proficiently use a computer, including Microsoft Windows, mouse and keyboard.
- Ability to learn mPower Point of Sale System.
- Ability to safely use kitchen equipment.
- Ability to follow food safety and time and temperature guidelines.
- Ability to lift up to 50 lbs, lift or move up to 75 pounds with assistance.
- Ability to work in a fast paced kitchen environment.
- Ability to work independently as well as under the direction of others.
- Ability to adapt to a variety of working situations and learn new skills.
- Ability to be a successful liaison between school and nutrition office.

EDUCATION AND/OR EXPERIENCE:

1. High School Diploma or equivalent
2. Experience in the field of commercial food service
3. Experience as a cashier or teller

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 walk, stand, sit, stoop, bend and use the hands to handle, finger, or feel objects, tools, or controls. The employee will need the ability lift up to 50 lbs; lift or move up to 75 pounds with assistance. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

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. There are normal noises associated with common kitchen equipment. There may be frequent exposure to cleaning chemicals, extreme hot and cold environments (working around ovens and stoves and walk-in freezers). While performing the duties of this job, the employee occasionally may walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers.

LANGUAGE SKILLS: Ability to read, interpret and follow directions in the English Language. Ability to effectively present information and respond to questions from students and staff.

MATHEMATIC SKILLS: Ability to calculate figures and amounts (add, subtract, multiply, divide, discounts, proportions, percentages and totals) and apply concept of basic mathematical computations quickly

REASONING SKILLS: Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATION:

- Valid Food Handler's Card – willingness to maintain a current Card
- Valid Washington State Driver's License

PRIMARY WORKING RELATIONSHIPS:

- Food & Nutrition Services Supervisor, Assistant Supervisor, Field Assistant & Cafeteria Manager and department colleagues
- Building principals and staff
- Students and parents/guardians

TERMS OF EMPLOYMENT:

Work Hours/Days: 180 Student school days

Salary and Benefits: PSE of Lake Stevens Collective Bargaining Agreement

EVALUATION: Completed at least annually by the Food & Nutrition Services Supervisor or Assistant Supervisor

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Additional specialized duties related to specific positions within the department:

- **Food Service Group 3: Head Baker**

Work Hours/Days: 180

- Plan and execute the district baking program including breakfast, lunch and catering programs to provide the highest quality of service at all times.
- Assists in the development baked items incorporated in the school breakfast and lunch menus.
- Accurately plan production requirements as determined by menu selection and nutrient standards.
- Order weekly products for use in the bakery and for catering functions.
- Provide for efficient and economical use of purchased and commodity baking items.
- Direct and coordinate the activities of all kitchen baking personnel.
- Oversee and assist with the maintenance of the food service facility and keep baking equipment in an orderly, clean, sanitized, safe and efficient work station following all applicable food regulatory rules and procedures.
- Maintain inventory control of bakery products including commodity items.
- Ability to work under pressure and meet time lines.
- Demonstrated organization skills and ability to work independently.
- Ability to communicate proactively.
- Ability to communicate and support Catering Lead and Cafeteria Manager as needed.
- Assists Food & Nutrition Services Manager as needed.

Education and/or Experience:

- Minimum 2 years' experience in quantity baking, cooking, salad preparation, and food service facility maintenance in a commercial, industrial or school service facility.
- Verifiable experience in recipe development and modification
- Successful experience in operating an independent food service business, or leading employees.

- **Food Service Group 3: Catering Lead**

Work Hours/Days: on call

- Assist in preparation and serving of food for the purpose of providing a quality food service program.
- Oversee and assist in preparation, set up and clean-up of food items for catering functions, including logistics involving transporting food and catering equipment to and from event as needed.
- Organizational assistance with catering functions, including recipe and menu development, product research, food cost analysis, invoicing and recommendations for changes that follow the trends of our customers.
- Demonstrated ability to plan, order and produce a menu for groups of people varying from 20-300.
- Ability to prepare from scratch and assemble all types of foods for meals including, but not limited to, box lunches, salad bar, sandwiches, full course breakfast, lunch and dinner, including salads, sides, ala carte and desserts.
- Demonstrated organization skills and ability to work independently.
- Ability to communicate and support Head Baker and Cafeteria Manager as needed.
- Ability to communicate proactively.
- Assist Food & Nutrition Services Supervisor as needed.

Education and/or Experience:

- Minimum 2 years' experience in quantity baking, cooking, salad preparation, and food service facility maintenance in a commercial, industrial or school service facility.
- Verifiable experience in recipe development and modification.
- Successful experience in operating an independent food service business, or leading employees.

- **Food Service Group 3: Food Service Transport**

Shift Assignment: varies

Work Hours/Days: 180

- Assist Food & Nutrition Services Manager as needed.
- Permission to obtain annual driving abstract from DOL.
- Maintain a clean driving record.
- Utilize assigned district vehicle.
- Follow driver delivery schedule and make adjustments as necessary.
- Maintain punctual and regular attendance.
- Coordinate and schedule deliveries.
- Deliver food items to assigned school facilities as requested.
- Monitor temps to ensure compliance with all Food Safety Health Standards.
- Deliver supplies, materials and equipment as needed.
- Maintain necessary paperwork to ensure all deliveries and picks are accounted for.
- Deliver in-district mail to designated buildings as assigned.
- Ability to push or pull carts up to 100 pounds.
- Ability to communicate proactively.
- Conduct weekly inventory of commodity storage areas.

Education and/or Experience:

- Successful experience in inventory, warehouse, delivery, or customer service position.
- Verifiable safe driving record.

• Food Service Group 4: Cafeteria Manager**Work Hours/Days: 180**

- Assists Food & Nutrition Services Manager
- Oversee and assist with the maintenance of the food service facility and keep equipment in an orderly, clean, safe and sanitary condition.
- Review recipes and menus, estimate needed ingredients and the time required for cooking and baking a variety of foods and baked goods.
- Assists in recruiting and hiring of food service personnel
- Assists in the development and implementation of individual work schedules
- Maintain employee records and reports as required.
- Organize and support substitute employees including overseeing their training and time management.
- Assists in developing the districts standards for cleaning, equipment and food preparation
- Assists in the development of school breakfast and lunch menus
- Oversee school kitchen production and immediate staff
- Ability to communicate proactively
- Assist with training of staff and substitutes
- Accurately balance transactions and produce end-of-day reports for Nutrition Office.
- Assist with preparation, cooking, setup and serving of all kitchen positions to meet the needs of the kitchen.
- Ability to step in as cashier or server and carry out all duties and expectations.
- Ability to work under pressure and meet timelines.
- Demonstrated organization skills and ability to work independently.
- Demonstrated ability to work well with administrators and staff; displaying tact, good judgment, discretion, and strict confidentiality.
- Assist Food & Nutrition Services Supervisor with the coordination of catering events that directly affect the school kitchen or building needs.
- Other duties as assigned.

Education and/or Experience:

- Minimum 2 years' experience in quantity baking, cooking, salad preparation, and food service facility maintenance in a commercial, industrial or school service facility.
- Verifiable experience in recipe development and modification.
- Successful experience in leading employees

• Food Service Group 4: Nutrition Assistant**Work Hours/Days: 190**

- Oversees mPower eligibility management as approving official
 - Processes free and reduced meal applications which includes, but not limited to: ensuring accuracy with Skyward records, corresponding with parents, notifying building cashiers of changes, sending letters to households with notification of approval or denial, informing households of expiration dates
 - Manages migrant, homeless and foster students with district liaison.
 - Manages ECEAP active enrollment roster with ECEAP building liaison
 - Ongoing communications with district Spanish interpreter to support families
 - Manages direct certification downloads weekly.
 - Reprints F/R approval letters as requested by households.
 - Monitor outstanding balances and/or courtesy meal charges with school cashiers.
 - Manages updating of Free and Reduced application materials from OPSI.
- Assists in submitting and managing work orders through school dude software
- Ability to step in as cashier and carry out all duties and expectations
- Supports Fiscal Assistant by supporting building cashiers with mPower software issues and student account problems
- Provides school nutrition support
 - Prints and distributes monthly menus for all schools.
 - Prints and distributes monthly production records for all schools.
 - Update and manage ingredients, recipes, food cost values and school breakfast and lunch menus with Health-e-Meal Planner Pro Nutrition Software Program.
 - Input weekly FSA and DOD Produce vendor orders for all kitchens.
 - Assists with updating and managing dry and frozen commodity inventory.
- Ability and willingness to drive to schools to provide support as needed.
- Performs basic clerical tasks for the department.
- Provides ongoing excellent communications with building staff and parents.
- Performs various record keeping tasks.
- Ability to work under pressure calmly and meet strict timelines.
- Demonstrates organization skills and ability to work independently.

- Demonstrates ability to work well with parents, administrators and staff; displaying tact, good judgment, discretion, and strict confidentiality.
- Assists Department Supervisor and Assistant Supervisor with other duties as assigned.

Education and/or Experience:

- Minimum 2 years in clerical or similar experience
- mPower and Health-e-Meal Planner Pro training and/or experience
- Extensive knowledge and comprehension utilizing computer, email, Microsoft Windows (Word, Excel) and Google Drive
- Experience as a cashier or teller
- Experience in field of commercial food service
- Successful experience leading employees

• **Food Service Group 4: Fiscal Assistant**

Work Hours/Days: 190

Salary and Benefits: PSE of Lake Stevens Collective Bargaining Agreement.

- Oversees all building cash flow and daily point of sale reports.
 - Manages building cashier daily reports and follows up as needed.
 - Reconcile bank deposit building receipts with school printed mPower reports.
 - Delivers the daily bank deposit.
 - Maintains records/collects on outstanding NSF checks.
 - Provides monthly cash reports and Mealtime ACH Transfers to supervisor & accounting department.
 - Supports families by moving sibling funds as requested by parent/guardian.
 - Receives and disburses donations to student accounts.
 - Orders cashier disposable bank bags and deposit slips.
 - Mails home negative balance statements to households without emails.
- Oversees all leave vacancies and sub placements
- Oversees cashier training and development
 - Supports supervisor with updating cashier department manual annually and as needed
 - Trains new substitutes and employees to cashier proficiently.
 - Fills in as back up cashier/server as needed.
 - Assists cashiers with mPower software issues and student account problems.
 - Observes staff to ensure procedures are being followed as needed.
- Supports Supervisor with State Claim for Reimbursement
 - Prints monthly reports from mPower (State Reimbursement Claim, AccuClaim Edit Checks, Meal Counts By Price Group).
 - Enters monthly data into NLSP Eligibility Report and Reimbursement Reconciliation.
 - Provides accuracy check on WINS claim report prepared by Supervisor.
- Manages and reconciles monthly milk bill with school kitchen weekly order slips.
- Supports Nutrition Assistant with processing Free and Reduced Applications as needed.
- Orders/maintains office supplies for cashiers and nutrition office
 - Distributes office supplies to schools as requested.
 - Prints and distributes severe/restricted allergy slips to cashiers as requested.
- Ability and willingness to drive to schools to provide support as needed.
- Performs basic clerical tasks for the department.
- Provides ongoing excellent communications with building staff and parents.
- Performs various record keeping tasks.
- Ability to work under pressure calmly and meet strict timelines.
- Demonstrates organization skills and ability to work independently.
- Demonstrates ability to work well with parents, administrators and staff; displaying tact, good judgment, discretion, and strict confidentiality.
- Assists Department Supervisor and Assistant Supervisor with other duties as assigned.

Education and/or Experience:

- Minimum 2 years in clerical or similar experience
- mPower training and/or experience
- Extensive knowledge and comprehension utilizing computer, email, Microsoft Windows (Word, Excel) and Google Drive
- Experience as a cashier or teller
- Experience as bookkeeper or related experience
- Experience in field of commercial food service
- Successful experience in leading employees