JOB DESCRIPTION: Food Service

Department: Food & Nutrition Services

SUMMARY: Under the direction of the Food & Nutrition Services Supervisor, Field Assistant or Cafeteria Manager, food service employees efficiently prepare and serve breakfast and lunch to students and staff. Food Service employees are also 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 associated with the department and their assigned location. Lifting of up to 50 lbs may be required. 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. Food Service employees may be required or have the opportunity to work extra hours at their location.

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.
- Know and 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 and assist co-workers with varying levels of food preparation and service.
- Maintain a commitment to quality product and exceptional customer service.
- Establish and maintain positive working relations with staff.
- Observe strict confidentiality regarding student and personnel information.
- Occasionally flex or extend work schedule to assist in food service.
- Work cooperatively and communicate successfully with staff, students and parents.
- Demonstrate a commitment to the education of all children and youth.
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Promote and practice professional growth and development.
- Other duties as assigned by Food & Nutrition Services Manager, Field Assistant or Cafeteria Manager.

FOOD SERVICE ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Assist in preparation and serving of food for the purpose of providing a quality food service program to students and staff as needed. Included:
  - Comprehend and follow a standardized recipe
  - Assemble all types of food for meals including, but not limited to, sack lunches, salad bar, sandwiches and ala carte.
  - Set up daily food lines, salad bar cart and keep all items stocked throughout lunch periods.
  - Prepare sauces, soups and hot entrée dishes with available mixes and bases.
  - Retrieve food from the fridge, freezer and storeroom.
  - Prepare and cook frozen food entrees and monitor temperatures throughout production and service.
  - Proper handling, cleaning and prep 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 dishes used during the day.
  - Ability to lift up to 50 pounds, lift or move up to 75 pounds with assistance.
  - Set up and serve students in a timely manner.
  - Monitor food, beverage, supplies and order 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.
  - Other duties as assigned by Food & Nutrition Services Manager, Field Assistant or Cafeteria Manager.

TYPES OF MACHINES, TOOLS AND SPECIFIC EQUIPMENT USED:
Cleaning supplies, kitchen equipment such as dishwasher, microwave, refrigerator/freezer, stove, grill, can opener, scale, thermometer, push carts, hot/cold holding carts, kitchen utensils such as knives, spoons, forks, etc. Hand-mitts, towels, foods to include frozen and cooked food, plates, industrial pizza cutter, boxed dry food, fresh produce and dairy products.
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 operate ovens, dishwasher and other kitchen equipment
- Ability to follow food safety and time/temperature guidelines
- 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 good team player
- Ability to work with students and staff in a positive manner.
- Ability to use sound judgment
- 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.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts (add, subtract, multiply, divide, discounts, proportions, percentages and totals) and apply concept of basic mathematical computations quickly without the aid of electronic devises.

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, LICESNSES, REGISTRATION:

- Valid Food Handler’s Card – willingness to maintain a current Card
- Valid Washington State Driver’s License
- Ability and willingness to maintain valid First Aid/CPR Certificate; if required.

PRIMARY WORKING RELATIONSHIPS:

- Food & Nutrition Service Supervisor, Field Assistant & Cafeteria Manager
- Students
- Building principals and staff

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 Manager

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 essential duties related to specific positions within the department:

- **Food Service: Cashier/Server**
  - Set up and serve students in a timely manner.
  - Operate a computerized Point of Sale System, called mPower, using mouse, keyboard and touch screen.
  - Efficiently conduct cash, check and account transactions and accurately makes change.
  - Process payments and make changes to student lunch accounts.
  - Follow department “Cashier Manual” guidelines and procedures.
  - Accurately balance transactions and produce end-of-day reports.

- **Head Baker**
  - 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.
  - Successful experience in operating an independent food service business, or leading employees.

- **Catering Lead**
  - Assist in preparation and serving of food for the purpose of providing a quality food service program.
  - Manage and execute daily box lunch entrée orders.
  - Assists in the development of weekly box lunch menu cycle and seasonal offerings.
  - Ability to work under pressure and meet time lines.
  - 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 entrees, including sides, ala carte and desserts.
  - Demonstrated organization skills and ability to work independently.
  - Demonstrated ability to work well with administrators and staff; displaying tact, good judgment and discretion.
  - Ability to communicate and support Head Baker and Cafeteria Manager as needed.
  - Ability to communicate proactively.
  - Assist Food & Nutrition Services Manager as needed.

- **FS Transport**
  - Permission to obtain annual driving abstract from DOL is required
  - 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.
  - Deliver supplies, materials and equipment as needed.
  - Maintain necessary paperwork to ensure all deliveries and picks are accounted for.
  - Deliver in-district mail.
  - Ability to push or pull carts up to 100 pounds.
- Ability to communicate proactively.
- Conduct weekly inventory of commodity storage areas.
- Assist Food & Nutrition Services Manager as needed.

EDUCATION AND/OR EXPERIENCE:
- Successful experience in inventory, warehouse, delivery, or customer service position.

- Cafeteria 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.
  - Assist Food & Nutrition Services Manager
  - Assist in recruiting and hiring of food service personnel
  - Assist 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.
  - Assist in developing the districts standards for cleaning, equipment and food preparation
  - Assist 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 and carry out all duties and expectations.
  - Ability to work under pressure and meet time lines.
  - 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.
  - May assist Food & Nutrition Services Manager and Catering Lead with the coordination of catering events that directly affect the school kitchen.
  - Other duties as assigned.

Include specific duties of Food Service: Cashier/Server

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

- Nutrition Assistant
  Shift Assignment: 7 hours a day
  Work Hours/Days: 186
  Salary and Benefits: PSE of Lake Stevens Collective Bargaining Agreement
  - Assist in submitting and managing work orders through school dude software.
  - Work with Catering Lead in maintaining and posting box lunch menu on a weekly basis.
  - Updates and distributes monthly menus for all schools.
  - Ability to work under pressure and meet time lines.

  - Performs basic clerical tasks for the department.
  - Assists cashiers with mPower software issues and student account problems.
  - Drive to schools to provide support as needed.
  - Possess and provide cashier training; substitute as cashier in buildings when needed.
  - Monitor outstanding balances and/or courtesy meal charges with school cashiers.
  - Act as approving official to process free and reduced meal applications which includes, but not limited to: using the mPower eligibility management module, updating/maintain Skyward records and downloading weekly OSPI Direct Certification matches, corresponding with parents, notifying building cashiers of changes, sending letters to households with notification of approval or denial.
  - 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 managing dry and frozen commodity inventory and strategizes movement of product.
  - Updates ingredient and recipe database with current recipe, ingredients and food cost values.
  - Provides ongoing communications with building staff and parents.
  - Manages homeless free file with district homeless liaison.
  - Assist in submitting and managing work orders through school dude software.
  - Work with Catering Lead in maintaining and posting box lunch menu on a weekly basis.
  - Updates and distributes monthly menus for all schools.
  - Ability to work under pressure and meet time lines.
- Demonstrated organization skills and ability to work independently.
- Demonstrated ability to work well with parents, administrators and staff; displaying tact, good judgment, discretion, and strict confidentiality.
- Various record keeping tasks.
- Other duties as assigned.

**Include specific duties of Food Service: Cashier/Server**

**EDUCATION AND/OR EXPERIENCE:**
- Minimum 2 years in clerical or similar experience
- mPower and Health-e-Meal Planner Pro training and/or experience
- Experience as a cashier or teller
- Experience in field of commercial food service
- Successful experience in operating an independent food service business, or leading employees

- **Fiscal Assistant**
  
  **Shift Assignment:** 5 hours a day
  
  **Work Hours/Days:** 190
  
  **Salary and Benefits:** PSE of Lake Stevens Collective Bargaining Agreement
  - Assists Food & Nutrition Services Manager
  - Performs basic clerical tasks for the department.
  - Assists cashiers with mPower software issues and student account problems.
  - Acts as approving official to process free and reduced meal applications which includes, but not limited to: using the mPower eligibility management module, updating/maintaining Skyward records, corresponding with parents, notifying building cashiers of changes, sending letters to households with notification of approval or denial.
  - Executes daily student import from Skyward to mPower.
  - Provides ongoing communications with building staff and parents.
  - Drives to schools to provide support as needed.
  - Oversees all building cash flow, cashier daily reports and delivers daily bank deposit. Including:
    - Count monies and record checks delivered from each school
    - Reconcile daily revenue with the individual school record sheets
    - Makes the daily deposit
    - Manages building cashier daily reports
    - Maintains records/collects on outstanding NSF checks
    - Provides monthly cash reports to Food and Nutrition Services Manager & Accounting department
  - Manages and reconciles monthly milk bill and related invoices.
  - Manages daily box lunch ordering.
  - Orders/maintains clerical supplies for cashiers.
  - Ability to work under pressure and meet time lines.
  - 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.
  - Various record keeping tasks.
  - Other duties as assigned.

**Include specific duties of Food Service: Cashier/Server**

**EDUCATION AND/OR EXPERIENCE:**
- Minimum 2 years in clerical or similar experience
- mPower and Health-e-Meal Planner Pro training and/or experience
- Experience as a cashier or teller
- Experience as bookkeeper or related experience
- Experience in field of commercial food service
- Successful experience in operating an independent food service business, or leading employees