Substitute Food Service

Summary: Prepares daily school lunches by performing the following duties.

Qualifications:

- High School Diploma or GED.
- Must be at least 18 years of age.

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Provides properly prepared, nutritionally adequate, and varied diet for students
- Inspects equipment for cleanliness and functional operation
- Performs cooking, food preparation, and serving duties with other workers
- Performs clean-up of equipment, floors, cooking, and service areas.
- Performs cashiering duties, including preparing register for the days transactions, cashiering during the entire serving period, closing the register, and accurately completing all required paperwork

Other Duties and Responsibilities:

- Be willing to train as a cashier if called upon to do so
- Perform other duties or assignments as directed by the immediate supervisor or building administration.

Evaluation: Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

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To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (4 hours per day) ability to stoop to get to the child's eye level to talk/interact with a small child
O	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another depending on the location of the classroom/cafeteria
O	**Crawling:** Moving about on hands and knees or hands and feet (1 hours per day) to access material/waste under furniture
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds, which may include carrying a child of this weight for safety or other reasons
O	**Heavy Carrying:** Items weighing 45 pounds and over, which may include carrying a child of this weight for safety or other reasons
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm, serving food with utensil
F	**Kneeling:** Bending legs at knees to come to rest on one or both knees (3 hours per day) to reach child level, repeated times throughout the session and for long periods of time
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds, which may include carrying a child of this weight for safety or other reasons, moving furniture/equipment
O	**Heavy Lifting:** Objects 45 pounds and over, which may include carrying a child of this weight for safety or other reasons, moving furniture/equipment
F	**Mobility Requirement:** Must be able to be in constant movement throughout the workday, walk, run, move quickly at a moment's notice, move from sitting to standing, bending down repeatedly for long periods of time, up to an hour.

	(Provide examples)
O	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (__1___ hours per day)
O	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (__1__ hours per day), moving a food cart throughout a school building
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction, pick up and lift containers
O	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time, serving food, dishing up servings, opening cartons
O	**Sitting:** Particularly for sustained periods of time, on small child chairs, on floor, sit "crisscross" on floor
F	**Standing:** (3 hours per day) must be able to stand for sustained periods of time in addition to constant changes in positions
F	**Walking:** Moving about on foot, particularly for long distances (2 hours per day) depending on the location of the classroom and cafeteria
F	**Visual Requirement:** able to provide eye contact, interact with a child, to scan the classroom, see across the room, see small items, to read written material regular or fine print
F	**Hearing Requirement:** ability to hear a young child's voice as well as hearing a child across the classroom
	Other Physical Requirements: ability to move quickly from one position to another, move quickly to retrieve a child in an emergency or unsafe situation.

MENTAL REQUIREMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
O	Ability to understand complex problems and to collaborate and explore alternative solutions
O	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)

O	Ability to organize and prioritize work schedules of others on short-term basis
N	Ability to organize and prioritize work schedules of others on a long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
O	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
O	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
O	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
N	No mathematical ability is required
F	Ability to count accurately
O	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
O	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise
O	Is around moving machinery
O	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
O	Works in confined quarters
	DEVICE OPERATION:
F	List all **computers,** peripherals, and other hardware required to perform this job:
	List all computer software required to perform this job:
	List all office machines required to perform this job:
	List all vehicles that must be operated to perform this job:
	List any other machines (including heavy equipment) required to perform this job:
	List all tools involving manipulation that are required to perform this job: