MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Food Service Worker I

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Positive attitude and approach to performing duties.
3. Good character and morally above reproach in contact with fellow workers, administrators, teachers and students.
4. Capable and willing to interact with students and work one on one with them.
5. Neat, clean and well groomed as conducive to food handling and health standards.
6. Valid driver's license
7. Ability to work effectively and cooperatively with others.
8. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
9. Effective, active listening skills.
10. Organizational and problem solving skills.
11. Ability to work quickly and efficiently during lunch periods.
12. Training in the proper care and storage of chemicals, e.g., OSHA training.
13. Able to assist food preparations in large quantities.
14. Ability to read and understand verbal and written instructions, written warnings and labels.
15. Baking and cooking skills, ability to follow recipes and knowledge of various cooking procedures.
16. Ability to estimate the amount of food needed for one day's menu.
17. Basic math skills for preparing recipes proportional to lunch population and cashier responsibilities.
18. Knowledge of basic first aid and the Heimlich maneuver.
19. Such alternatives to the above qualifications as the Administration may find appropriate.

REPORTS TO: Kitchen Manager

PERFORMANCE RESPONSIBILITIES:

1. Prepare food, portion food and prepare and set up serving lines as assigned by the Kitchen Manager.
2. Clean, sanitize & maintain Cafeteria/Kitchen equipment, utensils, counters, tables and areas in the kitchen, cafeteria and dish room as assigned by the Kitchen Manager.
3. Utilize three-compartment sink in compliance with health department standards for washing, rinsing, sanitizing and drying pans, utensil, and other minor equipment.
4. Organize and guide students through the lunch line, assist students with appropriate portions and maintain sanitary conditions of utensils and serving counters.
5. Wash, dry and fold food service laundry (towels, aprons, and table cloths).
6. Serve food in specified portions using attractive presentation and merchandising techniques.
7. Stock ala carte selections, disposable supplies and food and restock as needed during lunch service.
8. Work cooperatively with all other food service employees.
9. Adhere to rules of appropriate personal hygiene and dress.
10. Adhere to rigid sanitation and food safety standards, including appropriate glove usage, in work practices and food handling.
11. Ensure that all food meets department standards for quality, freshness, taste and appearance; report the inferior quality of food.
12. Ensure the safety of the students and exercise care and safety in performing job duties, report any unsafe conditions.
13. Perform specific duties and operate kitchen equipment as assigned (cash register, dish washer), report faulty equipment.
14. Maintain orderly and clean work areas.
15. Dispose of food in waste containers
16. Clean up all spills
17. Move food to and from freezers, refrigerators and warming units.
18. Assemble food for delivery/ transfer to other sites.
19. Assist with preparation, delivery and set-up of catered/special events and programs.
20. Assist in receiving and storing food and supply deliveries; check invoices to ensure that all items are received as ordered and report the inferior quality of delivered food and supplies.
21. Organize storerooms, including refrigerators and freezers and assist in maintaining inventory, report if an item is under or over stocked to keep inventory at a minimum.
22. Attend meetings and in-services as required.

23. Follow the rules, regulations and policies of the school lunch program and maintain respect at all times for confidential information (free and reduced lunch students).
24. Interact in a friendly, helpful manner with students, staff and visitors; respond to questions and requests in an appropriate manner; report customer complaints.
25. Report students who abuse cafeteria privileges.
26. Assist Kitchen Manager in other related duties as requested/assigned.
27. Accept responsibility when the Kitchen Manager is out of the kitchen.
28. Operate food service vehicle when necessary.
29. Use appropriate telephone etiquette when answering the telephone.
30. Operate convection oven/stove, can opener, mixer, slicer, knives, microwave, food processor, dishwasher, fryers, steamers, electric kettle and grills and other related food service equipment and materials, calculator, copier, computer, fax, adding machine, vending machines, food service vehicle, cash register, clothes washer and dryer.
31. Occasionally work evenings/weekends/summers and additional hours.
32. Frequently stand during an assigned workday; tolerate exposure to loud noises and repetitive hand motions; and be able to lift, push and pull various foodstuffs up to a maximum of 50 pounds.
33. Perform other duties as assigned by Kitchen Manager and Director of Nutrition Services.

Revised: January 2005, January 2009, April 2011