

FOOD SERVICE PROFESSIONAL

SUMMARY

Under direction of an assigned Food and Nutrition Services administrator and with the guidance of a Lead Food Service Professional, the Food Service Professional supports the educational programs of the District by performing duties to ensure the timely service of nutritional breakfasts and lunches for students and staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address the business needs and changing business practices.

- Distribute, assemble, heat and serve breakfast and lunch to students and staff.
- Maintain the flow of meals from oven to serving areas ensuring timely service of food.
- Dispense and package individual servings of food by working at conveyor tables, operating packing machines, opening cans, and operating kitchen equipment.
- Order, receive, stock, store and rotate foods and supplies.
- Clean work areas, counters, tables, utensils, trays, pots, pans, and kitchen equipment; sweep and/or mop floors.
- Keep storage rooms, refrigerators, and freezers organized, clean, and sanitary.
- Operate computerized automated sales system.
- Count money and make accurate change.
- Count and record daily cash receipts.
- Total daily sales and prepare deposits for monies received.
- Organize serving areas including but not limited to set up and take down of service areas.
- Set up and stock assembly lines; load/unload serving carts, unload/load equipment in preparation for transport to different locations throughout the District
- Review free and reduced price meal applications for completeness.
- Prepare, maintain and update a variety of documents, reports, files and databases related to assigned activities.
- Establish and maintain professional relationships with management, colleagues, staff, and school related outside agencies.

MINIMUM QUALIFICATIONS

Knowledge of

- District organization, operations, regulations, policies and objectives related to position
- Preparation, service and storage of food
- Methods and procedures for measuring, cooking, heating and serving foods
- Operation of standard food service equipment and appliances and utensils
- Basic food service sanitation
- Basic nutrition
- Inventory control procedures, forms and recordkeeping
- Computers and supporting software applications
- Basic arithmetic
- Appropriate safety equipment, precautions and procedures

Ability to

- Perform a variety of duties ensuring the preparation and service of breakfast and lunch
- Follow food preparation, health and sanitation standards
- Maintain food service equipment and areas in a clean and sanitary condition

MINIMUM QUALIFICATIONS (Continued)

Ability to

- Meet schedules and timelines
- Prepare, review and assess of a variety of documents
- Perform basic arithmetic with speed and accuracy
- Coordinate multiple tasks simultaneously
- Prioritize workload and conflicting demands
- Establish and maintain accurate records relating to area of responsibility
- Understand and follow oral and written instruction
- Communicate effectively both orally and in writing using tact and diplomacy
- Establish and maintain professional relationships with those contacted in the course of work
- Comply with the District's customer service standards, as outlined in Board Policy

EMPLOYMENT STANDARDS

Education

- Graduation from high school or equivalent

Experience

- Experience or training with preparing and serving food in a commercial environment preferred

WORKING CONDITIONS WHICH MAY OCCUR

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment

- Work is performed primarily in a kitchen setting
- Hot equipment, cold environments entering and exiting walk-in refrigeration and freezers
- May work in inclement weather which may include rain, heat, sun, and/or wind.
- Noise may be a factor

Physical

- Primary functions require sufficient physical ability and mobility to work in a kitchen setting
- Performing moderately heavy to heavy manual labor, standing or walking for prolonged periods of time with lifting, carrying, pushing, pulling, twisting, bending, kneeling, stooping, squatting, reaching
- Operate kitchen and computer equipment requiring repetitive hand movement, grasping, and fine coordination including but not limited to use of a slicer, scoop, knife, computer keyboard, touch screen, and mouse