



## **JOB DESCRIPTION**

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<b>Job Title:</b>	Food Service Specialist	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Cafeteria Manager	<b>Pay Grade:</b>	401
<b>Dept. /School:</b>	Food and Nutrition Services	<b>Date Revised:</b>	November 18, 2024

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### **Primary Purpose**

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

### **Qualifications**

#### **Education/Certification**

None

Valid Food Handler Card (must obtain within 30 days of employment)

#### **Special Knowledge/Skills**

- Ability to understand food preparation and safety instructions
- Ability to operate large and small kitchen equipment and tools
- Good customer service skills

#### **Experience**

No experience necessary

### **Major Responsibilities and Duties**

#### **Kitchen Production**

1. Efficiently prepare food according to a planned menu using tested, standardized recipes.
2. Review the school's production record (PR) daily; prepare assigned menu items in specified quantities as indicated on the PR.
3. Serve food according to meal schedules, production record, departmental policies, and procedures practicing proper portion control.
4. Assist in receiving storage or organization of food and warehouse items, check items for quality at the time of receipt.
5. Follow established Hazard Analysis and Critical Control Points (HACCP) procedures to meet high standards of cleanliness, health, and safety.
6. Accurately document required information on the daily PR or corresponding department log.
7. Demonstrate correct food handling techniques; store food properly using date/time labels.
8. Maintain a clean kitchen and serving area.
9. Communicate inventory needs, equipment deficiencies and production/serving concerns to the manager.
10. Understand proper use of chemicals, chemical hazards, and appropriate storage of chemicals.
11. Exercise care to avoid injury by operating tools and equipment according to prescribed safety standards.
12. Attend kitchen meetings and required trainings.
13. Operate the point of sale (P.O.S.) during meal sessions.
14. Perform other duties assigned by supervisor.

#### **Quality Control**

13. Distinguish a quality product from items unacceptable for service.
14. Ensure the serving line is set and ready for service at designated mealtimes.
15. Replenish meal items, paper products and milk.
16. Promptly attend to spills, trash, and obstacles on the serving line.

#### **Customer Service**

17. Greet customers and provide efficient customer service.



- 18. Always work cooperatively with other team members; provide customer service with friendly and professional dining experience.
- 19. Demonstrate punctuality, reliability, integrity, cooperation, and efficient use of time in the performance of assigned duties.

**Equipment Used**

Large and small kitchen equipment and tools including electric slicer, mixer, vegetable cutter, steamer, sharp cutting tools, ovens, and dishwasher.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; lift up to 40 lbs. and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

**Terms of Employment**

181 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee \_\_\_\_\_

Date: \_\_\_\_\_

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