

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Food Service Worker III	REPORTS TO:	Food Service Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days
BOARD APPROVAL:	6/12/02	SALARY:	Range 4
CSEA APPROVAL:	2/02		
REVISED:	3/30/2009		

BASIC FUNCTION:

Follows menus and recipes to prepare a variety of food items for breakfast, lunch, ala carte and transport. Prepare and process required records, reports, and inventories: maintain utensils, kitchen equipment, and service areas in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

- Follow menus and standardized recipes to prepare large quantities of food for Federal Type A meals and snack bar items. *E*
- Organize the preparation with supplies and time as efficiently and economically as possible. *E*
- Prepare breakfasts, lunches and ala carte items for all sites. *E*
- Fill out transport papers to include items, amounts, preparation, and serving instructions with required temperatures. *E*
- Set up, sell and serve breakfast. Lunch and ala carte, if applicable. *E*
- Enter daily sales, count and compile monies from all sites. Prepare and make bank deposit. *E*
- Assist supervisor with record keeping and required reports, i.e., end of month reports, menu production records, and temperature log. Receive and store deliveries, rotate food items, keep running daily and monthly inventories. *E*
- Assist supervisor in training new employees. *E*
- Maintain kitchen equipment, utensils, serving areas and facilities in a clean and sanitary condition throughout the day with complete sanitizing at the day's end. *E*
- Other related duties as assigned by the Food Services Supervisor. *E*

EDUCATION AND EXPERIENCE:

One year of quantity food preparation, serving and kitchen maintenance. Point-of-Sale computer knowledge, desirable. Education at a level to demonstrate the ability to perform the duties and responsibilities as described. Equivalent to completion of the twelfth (12) grade.

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LICENSES AND OTHER REQUIREMENTS:

Obtain and maintain a county certification of "Serve Safe", a sanitation and safety class.
Possession of a valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

- Standards to be met in the preparation and serving of food of State/Federal guidelines for Type A meals.
- Count money, make change, do calculations and keep accurate records.

ABILITY TO:

- Work with staff, students, and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within the school district.
- Work effectively and efficiently with minimum supervision.
- Understand and carry out written and oral directions in an orderly and organized manner.
- Operate a Point-of-Sale computer.
- Maintain good standards of grooming and demonstrate appropriate attire.
- Perform duties with demanding schedule.
- Possess qualities of honesty, good initiative, dependability, loyalty and confidentiality.
- Possess good health and good physical condition.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen and serving areas.

PHYSICAL ABILITIES:

- Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.
- Ability to tolerate temperature extremes and potential contact with cleaning agents.

HAZARDS:

Kitchen environment.