

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Food Service Worker II	<b>REPORTS TO:</b>	Food Service Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	197 days
<b>BOARD APPROVAL:</b>	6/12/02	<b>SALARY:</b>	Range 3
<b>CSEA APPROVAL:</b>	2/02		
<b>REVISED:</b>	3/30/2009		

---

**BASIC FUNCTION:**

Assist in food preparation, set-up, serving and selling of school breakfast, lunch and ala carte food items in the cafeteria, transport food to and maintain satellite kitchen.

**REPRESENTATIVE DUTIES:**

- Load supplies, food, State and Federal required records, mail, etc for transporting to satellite site. *E*
- Prepare food following directions. *E*
- Set-up, sell and serve breakfast, lunch and ala carte to students and staff. *E*
- Enter sales, pre-pays and student updating on computer. Count money, make change, total and prepare end of day reports and end of month reports. *E*
- Maintain utensils, equipment and serving areas in a clean and sanitary condition. *E*
- Bring in supplies, rotate stock, keeping a running daily and end of month inventory. Set up for the next day. *E*
- End of day cleanup and sanitizing. *E*
- Responsible for driving and keeping oil and gas in transport vehicle checked. Keeping vehicle clean and reporting any problems to supervisor. *E*
- Assist with inventory of supplies. *E*
- Other duties as assigned by the Food Services Supervisor. *E*

**EDUCATION AND EXPERIENCE:**

Some experience in food preparation and kitchen maintenance. Any combination of experiences equivalent to sufficient training to perform the duties listed. 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.

## **MOTHER LODE UNION SCHOOL DISTRICT**

### **Position Description**

Title: Food Service Worker II

#### **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.  
Consideration will be given to reasonable accommodation for above.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE:**

- Basic methods and materials used in the preparation and serving of food.
- Count money, make change, do calculations and keep accurate records.
- Sanitation and safety procedures related to food preparation, serving and storage.

##### **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.

##### **HAZARDS:**

Kitchen environment.