

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

FOOD SERVICE WORKER

QUALIFICATIONS:

- High School Diploma or equivalent
- Demonstrate aptitude or competence for assigned responsibilities
- Possess basic food handling skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal, Food Service Director, Food Service Manager and Head Cook. Works under the direction of the Head Cook.

JOB GOALS: To serve the students attractive and nutritious meals in a friendly atmosphere that is efficient and clean.

PERFORMANCE RESPONSIBILITIES:

1. Check with Head Cook for daily preparation of work assignments.
2. Assist in preparation of daily menu and adult menu.
3. Assist in the set-up of napkins, serving utensils, student lunch trays and condiments.
4. Keep serving line clean between lunch periods.
5. Replenish serving lines between lunch periods.
6. Check with Head Cook regarding storage of leftovers.
7. Fill in as Head Cook, on an as needed basis.
8. Fill in for Cashier, on an as needed basis.
9. Work on a rotating basis as directed by the Food Service Director in the kitchen and on the register.
10. Serve food using appropriate portion sizes as directed by the production sheet.
11. Assist in checking food shipments into the school, signing invoices only after each order has been verified.
12. Assist in determining the amount of each food to be prepared daily.
13. Assist in the completion of daily production sheet.
14. Work to promote a friendly atmosphere for the customers through positive customer service.
15. Perform any and all other duties as assigned by the Food Service Director.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

**WINSLOW TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION**

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 4/19/1999
Revised: 3/17/2008
10/14/2020