

**School District of Santa Rosa County  
Job Description**

**Food Service Worker**

<b>Reports to:</b> Director of Purchasing and Contract Administration	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Schools	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 10, 2014	<b>Job Code:</b> 11010
<b>Position #:</b> 31010	<b>Range:</b> 5

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Follows work schedule as assigned by manager;
- Assembles required ingredients specified on standard recipes;
- Washes, peels and prepares fruits and vegetables for salads and cooking;
- Makes sandwiches, salads, soups and simple desserts;
- Prepares breads, meats and main dishes;
- Serves food portion on cafeteria line designated by manager;
- Assists with main food production items as required;
- Records daily usage and leftovers;
- Sets up serving counters and/or holding cabinets;
- Replenishes food as needed to keep serving counters supplied;
- Operates dishwasher and all equipment used in food service;
- Sets up dining room for special food service occasions;
- Checks in food and non-food supplies;
- Cleans ovens, steamers, kettles, pots, pans, ranges, mixers, fryers, cutters, slicers, serving counters, carts and all other equipment;
- Serves as cashier and assists in all accountable functions as required;
- Reports to manager any safety hazards or equipment problems;
- Cleans kitchen floors;
- Attends workshops and training activities as directed by managers and Food Service Director;
- Performs other duties as required or assigned.

**Supervision Received:**

Food Service Manager  
Food Service Director  
Director of Purchasing and Contract Administration

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

Graduation from high school or GED.

**Preferred:**

N/A

**Physical Demands:**

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); must be able to operate kitchen equipment. Work in kitchen; exposure to high temperatures from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, bleach, etc. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.