



POSITION DESCRIPTION

Food Service Worker	
Department: Food Services	Status: Regular Full-time Non- Exempt
Reports to: Food Service Director	Last Reviewed: October 2024
Titles reporting to this role: None	Next Review Date: October 2025

Position Summary:

Food Service Worker will assist with the general operations of the Food Service Department, including but not limited to, food preparation, serving of meals, dishwashing, sanitation practices, receiving groceries, maintain a clean and sanitized workstation and assist cook with cooking and assembly of meals as directed.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Department Duties:

Responsible for preparing food ingredients by applying basic training cooking skills according to daily production. Ensures all food items adhere to the storage SOP. Responsible for plating meals but not limited to meal components for programs, retail and special functions. Adheres to food and safety practices/protocols when holding foods at proper temperatures. Reports and recommends to Food Service Supervisor/Food Service Director for any necessary changes/substitutions for meal service due to poor quality of food items as soon as they are known. Prepares meals for the cafeteria, and all programs according to menus by adhering to standardized recipes. Completes food orders, and adhere to any special condition diets for children, senior, family and community clusters following allergy and special diet SOP.

Safety and Sanitation

Responsible for adhering to food safety and sanitation protocols as defined by established SOP. Identifies potentially unsafe situations and notifies supervisor if unable to correct/resolve. Maintains cleanliness in kitchen, work station, serving utensils, and equipment. Utilizes time efficiently and completes duties without sacrificing the quality of work. Responsible for tasting food and making necessary adjustments as needed for palatability. Demonstrates good health, hygiene, clothing is neat, and clean. Demonstrates complete understanding and ensures safety/emergency procedures for the department. Manages inventory by following safe food storage safety practices, maintains cleanliness and organization of food storage space, and identifies items with low inventory and other department needs to Supervisor. Responsible for keeping food handler certification updated.

Operational Support

Provide cross-coverage of other areas of the kitchen as assigned by the Food Service Director/Supervisor not limited to cooking, dishwashing, preparation, serving, storing etc. Supports food service operations by performing additional duties and tasks when directed or as needed. Attends all in-service trainings, and staff meetings.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to perform the essential functions.

Education/Experience:

Must have ability to follow oral and written instructions. Food Safety Training Certification required. Two years of food service experience preferred.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Ability to multi-task.

Mathematical Skills:

Basic mathematical skills, cooking conversion skills.

Operating Environment and Working Relationships:

Works collaboratively and routinely with all areas of the Agency and staff from time to time may be required to work on weekends and/or holidays.

Decision Making Authority:

Exercises discretion in executing tasks, identifies potentially unsafe situations and notifies supervisors if unable to correct/resolve.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

