

Food Service Elementary Server



Reports to: Lead Elementary Server
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: FS Employees & WSCCCE
EEO Class: Level 7
Revised Date: April 2011

SUMMARY:

This position is primarily responsible for wares washing, clean-up duties, the set-up of service areas, serving food and assisting lead server with preparation for meal service as well as the operation of computerized point of sales system. Fills in where needed to ensure efficient operation. Must communicate well with lead server and central kitchen staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in supervising student meal service to insure the requirements for reimbursable meals are being met.
- Maintain a current and thorough knowledge of state requirements for school food service as measured by random testing.
- Helps lead server prepare hot and cold food items following written instruction or demonstration.
- Washes service wares and kitchen utensils.
- Receives and transfers food and supply deliveries to storage areas.
- Cleans the production areas as necessary.
- Maintains an attitude of flexibility when dealing with teammates to resolve problems with students or staff.
- Communicates with teammates respectfully and courteously.
- Recognizes and reports all necessary facilities maintenance promptly.
- Suggests improvements to operating format.
- Notifies lead elementary server of low product levels and problems or suggestions for improving meal service.
- Fills in where needed to insure efficient operations.
- Adheres to all sanitation regulations.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. This position consists

of prolonged sitting or standing. This position may require demonstration of task/assignment to students.

Kitchen environments may be stressful; therefore assistants must have the ability to cope with stressful situation and large groups of students, while maintaining composure and professionalism. This position consists of working with students grade K-5, WSD staff, parents, and community members for these reasons communication skills and time management skills are required.

EDUCATION AND EXPERIENCE:

- Able to operate POS system.
- One year experience in quantity food preparation preferred.
- Must hold/obtain a valid/current food handler's permit.
- Must hold a valid Washington State drivers license.
- Ability to maintain accurate records/reports.
- Ability to relate well to students and staff.
- Attendance and punctuality are important functions of this position.
- Must maintain high standard of personal hygiene.