

Food Service Secondary Production



Reports to: Kitchen Manager
Salary Schedule: Schedule A
FLSA Status: Hourly

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

SUMMARY:

Under general supervision, prepares food according to menu plans and in accordance with all school district policies and guidelines. Assist student meal service to ensure the USDA Child Nutrition requirements for reimbursable meals are being met.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives and transfers food and supplies to storage and/or service areas.
- Operates computerized POS system.
- Washes all service wares and kitchen utensils.
- Recognizes and reports all necessary facilities maintenance promptly.
- Cleans the production area as necessary.
- Adheres to all sanitation regulations.
- Conducts daily inspections of all areas of the facility to ensure compliance with established practices, regulations and standards.
- Package food for transportation off-site.
- Assists in food ordering by notifying kitchen manager of low product levels.
- Fills in where needed to ensure efficient operations.
- Ability to maintain accurate records/reports.
- Other duties as assigned.
- Conducts daily inspections of production areas to insure compliance with established standards.

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.

WORKING CONDITIONS AND 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 will be subject to prolonged standing; use of hands to finger, handle, or feel; reach with hands and arms; push and pull, and talk or hear and smell. This position requires Reaching, bending, stooping, shaking, stirring, wiping, and cutting. While performing duties employee may be required to lift and carry cases and sacks of up to 70 pounds up to 20 times per shift. Hazards may include but are not limited to cuts, burns, slipping, and tripping.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is regularly exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate

EDUCATION AND COMPETENCIES:

- One year experience in quantity food preparation.
- Must hold/obtain a valid/current food handler's permit.
- 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 a high standard of personal hygiene.
- Able to operate POS system
- Must hold a valid Washington State driver license.