



QUALIFICATIONS:

- Current Food Handler's Card is required;
- High school diploma or equivalent;
- Hold a current Oregon driver's license, and an acceptable driving record;
- Proven ability to work cooperatively with administration, staff, and students;
- Receive, transmit, and carryout written and oral instructions given in English;
- Add, subtract, and multiply accurately;
- Adaptable, creative, and flexible in dealing with changes in routine;
- Neat and clean in appearance;
- Willingness to work at any location assigned;
- Familiarity with basic First Aid procedures;
- Have a First Aid card, as requested by supervisor;
- Seek solutions to problems;
- Familiarity with operation and maintenance of commercial food preparation equipment; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Food Service Manager.

JOB GOAL:

- To prepare and serve nutritious meals following specific guidelines and a time schedules, work in various positions throughout the District, and assist with catering events, as needed.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include but are not limited to the following:

- ◆ Ability to operate Mealtime computer accounting system;
- ◆ Receive food and perform final preparations for next days' menu;
- ◆ Ensure required portion control;
- ◆ Set-up serving line;
- ◆ Clean kitchen area, complying with sanitation requirements;
- ◆ Maintain necessary records;
- ◆ Store and retrieve food, as needed;
- ◆ Keep a current inventory of food and supplies;
- ◆ Work additional functions (carnivals, banquets, etc.);
- Communicate with central kitchen and Food Service Manager on a daily basis; and
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 50 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date