



QUALIFICATIONS:

- Current Food Handler's Card is required;
- High school diploma or equivalent;
- Valid 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;
- Prior experience with quantity cooking and baking procedures;
- 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 assist with preparing and serving nutritious meals following specific guidelines and 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:

- Load and unload equipment and products from transporting van, meeting specific timelines;
- Place equipment or products in designated area;
- Maintain checklist for on-loading and off-loading food supplies at specific destinations;
- Store and retrieve food, supplies, and/or equipment, as needed;
- Monitor and record inventory of food and supplies on a monthly basis;
- Maintain close communication with Head Cook and Food Service Manager;
- Receive and deliver product and/or Government commodities to specified locations;
- Routinely check delivery vehicles for safety, cleanliness, and scheduled maintenance needs;
- Schedule vehicle maintenance and repairs with transportation department;
- Report mechanical problems with transporting van to proper authority;
- Refuel transporting van;
- Clean exterior and interior of transporting van;
- Pick-up and deliver products from suppliers, when necessary;
- Clean kitchen area, complying with sanitation requirements;
- Work additional functions (carnivals, banquets, etc.); 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