

BIBB COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: FOOD SERVICE WORKER

CLASS: Support Personnel

LEVEL: Food Service Worker

DEPARTMENT: Child Nutrition Program

SUPERVISOR: Lunchroom Manager

SERVICE TYPE: Classified

FLSA: Non-exempt

SALARY: BCS Salary Schedule

TERMS OF EMPLOYMENT: 184 Days

JOB GOAL:

To acquire skills, knowledge, and experience to perform as a member of the Child Nutrition Program staff and serve students attractive and nutritious meals in an atmosphere of efficient, cleanliness, and friendliness.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED recognized by the SDE.
2. Knowledge of food preparation requirements desirable.
3. Work experience in quantity food production and service desirable.
4. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Assist in the preparation and serving of food in a quick and pleasant manner.
3. Assume responsibility during meal service periods, to see that the supply of foods offered is replenished regularly.
4. Assist in the daily clean up of the kitchen and service areas.
5. Perform major cleaning of equipment and storerooms at regularly scheduled intervals that comply with HACCP regulations as designated by the lunchroom manager.
6. Assume responsibility for storage and disposal of unused foods.
7. Maintain such records as necessary for accountability.
8. Exhibit personal grooming and dress appropriate for food service.
9. Maintain proper and professional relationship with students and other employees.
10. Maintain confidentiality of any school system-related business.
11. Perform duties in a manner that promotes good public relations.
12. Be familiar with and follow BCS policies.
13. Assist with maintaining an accurate USDA and purchased food inventory.
14. Perform duties required in the absence of the manager.
15. Be familiar with the operation of the daily point of sale terminal.

16. Complete SERVSAFE certification course.
17. Comply with all HAACP requirements and completes forms as required.
18. Attend in-service meetings.
19. Make daily checks of freezers, coolers, and equipment used in food storage and preparation. Keep a record of inside temperature of freezers and coolers.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full shift and overtime if requested.
2. Ability to perform job assignments with flexibility and with little direction or monitoring based on level; ability to complete assigned work tasks in a timely manner.
3. Ability to read and follow written and oral directions.
4. Ability to do simple mathematics.
5. Ability to learn and follow prescribed preparation methods of handling food and supplies.
6. Ability to complete production records.
7. Ability to use equipment timers and controls.
8. Ability to use ingredient scaling equipment.
9. Ability to follow and pass required sanitation standards, and training.
10. Ability to read chemical product sheets and follow required safety procedures while using and cleaning food preparation equipment.
11. Ability to use food preparation equipment that dice, cut, chop, steam, braise, broil, boil, and puree using required manufacturer's safety recommendations.
12. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.
13. Ability to accept criticism and maintain a controlled temper during working hours.
14. Knowledge of safety rules and precautions.
15. Ability to work with or without supervision.
16. Ability to complete assigned work tasks with a positive attitude; demonstrate patience with students.
17. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a team member.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Lift up to 50 pounds on a daily basis.
2. Stand for long periods of time on quarry floors.
3. Strength to use floor cleaning equipment to sweep, mop, and scrub.
4. Free of diseases that can be transmitted by food.
5. Empty 50 gallon trash receptacles as assigned.
6. Bend, stoop, kneel, reach, twist, squat, and reach on a daily basis.
7. Work in extreme heat and cold temperatures on a regular basis.
8. Dexterity, mobility and agility to perform all work tasks.

EVALUATION:

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance policy.