

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

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**TITLE:** Food Service Worker I  
**DEPARTMENT:** Food Services  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Director of Food Service  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 04  
**BOARD APPROVED:**

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### **BASIC FUNCTION:**

Under supervision, to assist with the preparation and serving of food items; to perform the more routine food service operation duties; to serve food in a school cafeteria, snack bar, or satellite food service unit; to maintain food service equipment and facilities in a safe, clean and sanitary condition; perform cashiering duties at an assigned school cafeteria; to receive cash/check, and account monies collected; and to do related work as required.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Washes and cuts vegetables; prepares salad and desserts and related a la carte items; makes sandwiches. May prepare certain food items such as slicing meats, breads, and salad bar foods.

Assists in the preparation of breakfast and/or lunches by assembling, heating and apportioning food items.

Arranges and sets-up serving counters, serving lines, meal carts, snack bars, and/or serving areas with appropriate food items, napkins, condiments, beverages, and supplies.

Portions and serves food.

Performs cashiering duties, counting money and assisting in making deposits and completion of relevant food service reports.

Loads transport vehicles and drives to dispensing sites (when applicable).

Cleans serving areas; cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes.

Replenishes seasoning and napkin containers; stacks canned goods and cases in storage rooms.

Operates and cleans food service equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.

Assists in measuring and weighing of foods.

Monitors food temperature for safety.

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May assist with inventory and food service deliveries.

Monitors students' food choices for the purpose of meeting mandated requirements and ensuring a complete meal is served under the guidelines of the National School Lunch Program.

Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

High School graduation or equivalent. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

#### **LICENSES AND OTHER REQUIREMENTS:**

Possession of an appropriate California Driver's License.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional food service operations.

Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.

Safe work practices.

Proper sanitation and safety requirements associated with food preparation and serving.

Mathematical operations.

Manual or computer software applications for free and reduced meal monitoring and point of sale.

#### **ABILITY TO:**

Exhibit manual dexterity, and learn to perform simple cooking duties.

Assist with the preparation of a variety of foods in large quantities and within established time constraints.

Safely use and operate food service appliances and equipment in an effective manner.

Understand and follow both oral and written directions.

Read and write at the level required for successful job performance.

Accurately perform mathematical calculations necessary for satisfactory job performance.

Make change accurately.

Prepare, serve, and package food items as assigned.

Establish and maintain cooperative working relationships with those contacted in the course of work.

### **WORKING CONDITIONS:**

Work is normally performed in a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

### **PHYSICAL REQUIREMENTS:**

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 100 pounds with assistance; Normal manual dexterity and eye-hand coordination; corrected hearing and vision to Normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave ovens.