



RIVER DELTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES WORKER I

DEFINITION

To assist in the preparation of serving of meals at school sites, including supervision of students, recording information regarding meals served, cleaning the area used for meal service, and maintaining inventories of supplies used in meal service.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Food Services Worker series. Employees within this class perform the full range of duties assigned to the class involving preparing and packaged meals, serving food, and cleaning the cafeteria area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the cafeteria. This class is distinguished from the Food Services Worker II in that the full journey level class has responsibilities for meal planning, cooking foods, and exercising responsibility in the absence of the Food Service worker II, Senior Food Services Worker, or Food Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Food Services Supervisor and Assistant Superintendent of Business Services.

DUTIES:

Essential Functions:

1. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
2. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
3. Prepare food for snack bar, including but not limited to making sandwiches and wrapping cookies.
4. Heat and distribute meals and food items to children during mealtime periods, as directed.
5. Tally the names of children being served in accordance with defined procedures.
6. Collect money; balance and reconcile cash drawer; operate the cash register.
7. Assist in supervising students being served in the lunchroom/cafeteria areas.
8. Clean areas following meal service, wipe tables, clean up spills, put away supplies.
9. Stock supplies and food; order supplies and maintain inventory records of supplies, food received, and food waste.
10. Clean and maintain kitchen area; wash implements, trays, clean tables pick up trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas and other food preparation equipment.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic Math

Record keeping practices applicable to a food service operation.

Occupational hazards and standard safety practices applicable to food handling.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Work with children and supervisors in a courteous and effective manner.

Understand and follow oral and written instructions.

Count money and issue change.

Lift up to 50 pounds.

Learn cash handling techniques.

Maintain consistent, punctual, and regular attendance.

Maintain food service equipment and facilities in clean and sanitary conditions.

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

POSITION REQUIREMENTS *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Certificate/Credentials/Licenses:

SERV Safe Food Handler Certification

Experience:

Experience working with young people.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

WORKING CONDITIONS:

Environmental Conditions:

School/cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperatures up to 400 degrees F.

Physical Conditions:

Essential functions may require maintaining the physical condition necessary for walking, standing, bending, or stooping for prolonged periods of time; moderate to heavy lifting (containers up to 50 pounds).

JOB PROFILE

Annual Contract: 183 days

Classified Salary Schedule: Range 4

Board Approved: October 10, 2023