



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Food Service Worker I	Department: Food Service/Business Service	Bargaining Unit:
Immediate Supervisor: Director of Business Services/Cook Manager	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the guidance and lead of the Cook Manager, Food Service Worker I is responsible for assisting in carrying out duties and assignments associated with the set up of serving lines and salad bars; serving of food items; cleaning and sanitizing of production and serving areas; dishwashing services; serving food items; and other duties as assigned by the Cook Manager.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the preparation of breakfast and lunch by doing various tasks which may include:
 - a) Making sandwiches
 - b) Assembling and bagging breakfast items for the follow day
 - c) Dishing fruit and desserts
 - d) Making fries
 - e) Stocking and maintaining food items on serving lines
 - f) Preparing and refilling condiments
 - g) Stocking paper products, as needed
 - h) Preparing and setting up salad bar and pizza items
 - i) Preparing, cutting and washing raw fruit, vegetables and setting out bread items
 - j) Slicing meat and cheese
 - k) Testing and monitoring serving temperatures
- Assists in the serving and portioning of food in serving lines. Follows appropriate customer relations procedures.
 - a) Serves and portions food items during meal times.
 - b) Monitors quantities and serving lines to assure operations run smoothly.
 - c) Follows proper sanitary procedures in the handling, and serving of food items.
- Participates in the cleaning and sanitizing of food production and serving areas in accordance with facility procedures, sanitation standards, guidelines and requirements.
 - a) Cleans and sanitizes all food contact surfaces.
 - b) Cleans pizza oven and fryer.
 - c) Cleans sinks, counter tops, cupboards, floors, handles, serving and food preparation areas.
 - d) Loads dishwasher and washes dishes, pots and pans, and silverware and stores items in proper locations.
 - e) Unloads dishwasher and stores cleaned items in their proper location.

- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
	less than high school diploma			Major field of study or degree emphasis:			
x	High school diploma or GED.						
	1 year college		2 years college				
	3 years college		4 years college				
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of cleaning techniques and materials. • Fundamentals of food production and operations. • Knowledge of laws, rules, regulations and requirements pertaining to food handling and sanitation. 			
	2nd year graduate level						

Required Work Experience in Addition to Formal Education/Training:

No prior experience required.

LICENSE/ CERTIFICATION	Identify licenses/certification required: No specific licenses or certification required prior to hiring. May be required to attend training course after or upon hire.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Cleaning and sanitation of food areas, dispensers and equipment. • Storing of food items and rotating of food items. • Serving and portioning of food items. • Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules. • Operating dishwashers, food dispensers and other kitchen equipment. • Customer relations skills in dealing appropriately with and interacting with children and staff.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					



Taste or smell		X						
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Medium Work:
 Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
 Employee is exposed to some environmental conditions such as heat from food, hot water, noise, high temperatures, humidity, or cooking utensils; cleaning solvents/chemicals; wet/slippery floors; and handling of sharps. Risks and hazards associated with the work can be minimized with proper attention and district risk management procedures, safety equipment, and/or safety procedures.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
 Prepared 4/2015 by BCC; Edited 6/2015