

Windsor Unified School District

JOB DESCRIPTION

TITLE: Food Service Worker I

DEFINITION:

Under the general direction of the Director of Food and Nutrition Services, performs the duties necessary to provide meals and receive and record data relating to one or more accounting and record keeping procedures related to the National School Lunch and Breakfast Programs.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Helps to perform the general duties necessary to receive, store, prepare, and serve meals under the National School Lunch and Breakfast Programs
- Collects, records, deposits, and balances cash received from the National School Lunch and Breakfast Programs
- Performs necessary cleanup for all lunchroom tables
- Cleans kitchen areas and equipment
- Uses kitchen equipment including but not limited to oven, microwave, warmer, and three-compartment sink
- Follows food safety regulations
- Rotates inventory and monitors expiration dates
- Follows written procedures
- Collects and reviews free/reduced lunch and breakfast applications
- Completes production worksheets
- Performs computer operations including data entry and routine file maintenance
- Performs related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Proper bookkeeping methods, practices, and procedures
- Basic computer literacy
- Health and sanitation issues related to handling food

ABILITY TO:

- Accomplish detailed work requiring accuracy
- Operate necessary office machines
- Relate positively to students, staff, and the public
- Maintain the confidentiality of school-related information
- Maintain cooperative relationships with those contacted in the course of work
- Lift 40 pounds

EXPERIENCE:

At least one year experience working with children or in youth related activities

EDUCATION:

- High School diploma or equivalent
- Red Cross recognized first aid certificate or successful completion of a first aid course within three months after employment

DESIRABLE QUALIFICATIONS

- Knowledge of Federal guidelines related to National School Lunch and Breakfast programs
- Ability to communicate in Spanish

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing: 50% Walking: 50% Sitting: 0%

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very frequent (4)

Lifting (lbs.): 40 Lifting: 3 Bending: 4

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 3

Approved: 11/12/1996

Approved: 2/15/2005

Revised: 4/26/2017

Approved: 2/20/18