

## Windsor Unified School District

### JOB DESCRIPTION

#### **TITLE: Food Service Worker II**

#### **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**

- Performs the general duties to process and record data
- Performs the general duties necessary to receive, order, store, prepare, and serve meals under the National School Lunch and Breakfast Programs
- Collects, records, counts, balances, and deposits cash received from the National School Lunch and Breakfast Programs
- Performs necessary cleanup for all lunchroom tables
- Records daily lunch and breakfast counts
- 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 screens free/reduced lunch and breakfast applications
- Completes production worksheets
- Receives and distributes monthly menus
- Performs computer operations including data entry and routine file maintenance
- Keeps accurate records to remain in compliance with federal guidelines
- Communicates with Director of Food and Nutrition Services, school principal, staff, parents, and students regarding issues related to the site food service operations
- Performs related work as required

#### **REQUIRED QUALIFICATIONS**

##### **KNOWLEDGE OF:**

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

**ABILITY TO:**

- Learn and apply bookkeeping practices and procedures as they apply to the National School Lunch and Breakfast Programs
- Analyze financial data and prepare accurate records and reports
- Accomplish detailed work requiring accuracy
- Operate necessary office equipment
- 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:**

- One year of bookkeeping/clerical experience, or equivalent
- 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
- Food Handlers Certificate

**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: 35% Sitting: 15%

**Body Movement (Frequency):**

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

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

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

Approved: 11/12/1996

Approved: 02/15/2005

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