

Carroll Independent School District

Job Description

JOB TITLE: **Food Service Worker**

Pay Grade: 0A1

Supervisor: Food Service Manager

Employment Days: 179

Department: Child Nutrition

Wage/Hour Status: Non-exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will aid in creating an individualized education that challenges each student in keeping with the district's mission. This position will prepare and serve appropriate quantities of food to meet menu requirements.

QUALIFICATIONS:

- Effective interpersonal skills.
- Oral and written communication skills.
- Ability to understand food preparation and safety instructions.
- Working knowledge of kitchen equipment and food production procedures.
- Ability to operate large and small kitchen equipment and tools.
- Ability to perform basic arithmetic operations.

MAJOR RESPONSIBILITIES:

Food Preparation and Serving

- Prepare quality food according to a planned menu of tested and uniform recipes.
- Serve food according to meal schedules, departmental policies and procedures.
- Practice and promote portion control and proper use of leftovers.
- Store and handle food items and supplies safely and according to established procedures.
- Maintain a clean and organized storage area.

Safety and Sanitation

- Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Maintain personal appearance and hygiene.

Other

- Handle and record cashier functions accurately.
- Maintain daily food preparation records.
- Promote teamwork and interaction with fellow staff members.
- Perform other duties as assigned.
- Keep abreast of innovative practices.

- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent of Staff & Student Services)

Date Created: 7/2003	Date(s) Revised: 5/2022
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