

## Food Server Job Description

**Purpose:** The Food Server assists in the preparation and serving of food and in the cleaning and maintenance of kitchen facilities. To accomplish these tasks the Food Server must work closely with the staff and administration of Derby Public Schools.

**Responsible to:** Food Service Supervisor, Central Kitchen Manager, Food Service Coordinator, Kitchen Manager High School and Principal

**Salary:** Food Service Hourly Rate Schedule, Level 1

**Classification of Employment:** Non-Exempt

**Date:** July 2019

**Qualifications:**

1. Three years experience in large-scale food preparation preferred.
2. Successful completion of KSDE's food safety training requirement within the first six months of employment.
3. Food Servers working more than 20 hours per week must complete at least 6 hours of annual continuing education and food servers working less than 20 hours per week must complete at least 4 hours of annual continuing education and training in order to meet USDA professional standards requirements. (This training is in addition to the food safety training required for the first year of employment.)
4. Desire to continue career improvement.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Assist in preparing and serving food and assist in ensuring reimbursable meals are being served.
- b. Assist in cleaning and maintaining kitchen facilities.
- c. Ensure that all activities conform to district guidelines.
- d. Ensure that all food preparation is done in a timely manner as to meet schedules.
- e. Communicate effectively with all members of the school district and community.
- f. React to change productively and handle other tasks as assigned.
- g. Appropriately operate all equipment as required.

- h. Support the value of an education.
- i. Support the philosophy and mission of Derby Public Schools.
- j. Must have working knowledge of basic math applications and computation skills.
- k. Comply with all district policies, rules and regulations.

**2. Physical Requirements/Environmental Conditions:**

- a. Requires the ability to sit or stand for prolonged periods.
- b. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires the ability to stoop, bend and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Must be able to work in and around fumes and odors.
- f. Must maintain appropriate levels of personal hygiene.
- g. Must follow district guidelines for professional food service dress code.
- h. Must comply with state health and sanitation guidelines.
- i. Must be able to work with electrical and gas appliances.
- j. Must be able to work with dishwashing liquids and powders, solvents and other cleaning chemicals.
- k. Must be able to work with materials of intense heat or extreme cold.
- l. Must be able to lift 40 pounds occasionally.
- m. Must be able to lift 25 pounds repeatedly.
- n. Requires regular attendance and/or physical presence at the job.

**General Responsibilities:**

- 1. Prepare and serve food and clean kitchen equipment as directed.
- 2. Maintain proper sanitary and safety practices.
- 3. See that district policies are observed at all times.
- 4. Keep abreast of new information, innovative ideas and techniques.
- 5. Must have knowledge of the National Components of the National School Lunch Program.
- 6. Maintain all required records.
- 7. Facilitate communication between Food Service and building administrators and staff.
- 8. Utilize accurate serving sizes.
- 9. Organize kitchen facilities, equipment, and food to improve efficiency.
- 10. Follow serving instructions as state by Central Kitchen Manager, Kitchen Manager High School and Food Service Coordinator.
- 11. Return uneaten food to Central Kitchen following established policies.
- 12. Maintain a record of policy updates created by Food Service Supervisor, Central Kitchen Manager, and Satellite/Receiving Coordinator that are consistent with the general requirements and qualifications of the position.

13. Adhere to all district health and safety policies.
14. Other duties as assigned by the Lead Cook or administrative staff, appropriate supervisors and principals, which are consistent with the general requirements and qualifications of the position.