

Haviland USD 474

Job Description

Position:

Food Service Team Member

Accountability:

Food service supervisor/superintendent

Job Goal:

To assist the head cook in providing each schoolchild with food of high nutritional value in an atmosphere of cleanliness and personal caring.

Duties and Responsibilities:

Assist the food service supervisor in the following areas:

1. Prepare meals for lunch and the next breakfast.
2. Serve meals in an efficient manner.
3. Ensure sufficient food servings are available during meal times.
4. Create a pleasant and attractive lunchroom environment.
5. Store and/or dispose unused foods.
6. Stock and maintain orderly inventory storage.
7. Complete daily cleaning and maintenance of the food service area assigned by the supervisor.
8. Clean ovens, coolers, and freezer.
9. Report any inferior quality food to supervisor.
10. Cooperate with the staff in operation of the school.
11. Maintain the highest standard of safety and cleanliness.
12. Maintain confidentiality of information about students.
13. Present a neat, pleasant appearance.
14. Perform any additional duties that are requested by the supervisor, administration, and board of education.

Essential Functions:

1,2,4,5,7,8,10,11,12,16,19

Physical Requirements:

D,G,M,S

Qualifications:

1. High School diploma/GED
2. A desire and aptitude to work around children
3. A knowledge of cooking for large groups.

4. Personal characteristics including, but not limited to, good physical health, professional appearance, cleanliness.
5. Aptitude to learn computer skills for use with menu planning and development.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Evaluation:

Performance of this job will be evaluated annually by the food service supervisor on, or before, February 15 of each year.

Signed _____ Date _____
(Employee)

Signed _____ Date _____
(Superintendent)

Approved: (date)