



## **JOB DESCRIPTION**

**Title:** Food Service Specialist (TEMPORARY WITH POTENTIAL FOR PERMANENT POSITION)  
**FLSA Status:** Nonexempt  
**Reports to:** Business Manager  
**Date:** July 2021

### **POSITION SUMMARY:**

Under general direction, the Food Service Specialist assists in preparing, cooking, and serving food in the school cafeteria. Responsible for the menu development for all elementary, middle, and high school youth students; as well as being current on all regulations, nutritional guidelines, and proper food handling and safety.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities may include, but are not limited to the following:

- Develops a monthly food menu.
- Prepares and serves appropriate quantities of food in a timely manner, ensuring proper quality and quantity of food prepared.
- Counts and maintains inventory records and notifies the supervisor of needed supplies.
- Maintains work and serving areas in clean, sanitary and safe conditions; washes and cleans counters and steams tables; washes and stores equipment, pots, pans, trays, and other food service items.
- Assists in storing unused food and supplies to ensure compliance with health and sanitation standards; disposes of unusable leftovers and trash.
- Operates a variety of standard kitchen equipment such as slicer and grater, mixer, frying machine, steamer, wrapping/sealing machine, dishwasher, steam cart, ovens as required, etc.
- Trains the Food Service employees or Yard Duty or other staff in food handling as assigned.
- Assists with meal planning.
- Stores and handles food safely.
- Prepares and organizes field trip student lunches on time.
- Assists City Inspector during inspection audit.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

### **REQUIRED EDUCATION, EXPERIENCE, AND TRAINING**



Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- High School Diploma or equivalent (Required)
- Minimum of one (1) year of experience in increasingly responsible food service handling, preferably in a school facility. (Required)
- Bilingual in English and Spanish. (Required)

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- Basic record-keeping techniques.
- Standard kitchen equipment, utensils, and measurements.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience, and courtesy.
- Proper lifting techniques.
- Applicable laws, rules, and regulations.
- English usage, spelling, grammar, and punctuation.
- Effective interpersonal and customer service skills.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.



- Exercise independent judgment in correcting data errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Prepare and serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitation condition.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Learn, apply and explain policies, procedures, rules, and regulations.
- Meet schedules and timelines.
- Operate standard kitchen equipment safely and efficiently.
- Understand, follow, and carry out oral and written directions.
- Maintain a firm but courteous attitude toward individuals.
- Lift or carry light to moderately heavy items.
- Work effectively in a team environment.
- Use initiative and sound independent judgment within established guidelines.
- Prioritize work and coordinate several work activities.
- Meet challenges with resourcefulness and generate suggestions for improving work.

Each of these essential tasks must be performed in physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

### **PHYSICAL DEMANDS**



Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

Must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Potential hazards include contact with dissatisfied or abusive individuals.

### **WORK ENVIRONMENT**

Field and office environment, Indoor and outdoor work environment, in direct contact with other school personnel and the public. Seasonal heat and cold adverse weather conditions.

Generally, the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposures to risk of injury and/or illness.

### **Right to Revise:**

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.