

North County Joint Union School District  
500 Spring Grove Road  
Hollister, CA 95023

**CLASSIFIED POSITION**

**JOB TITLE:**           **FOOD SERVICE WORKER I**

**SALARY RANGE:** 1

**Description of Basic Functions and Responsibilities**

Under the direction of the Food Service Manager, within a broad framework of standard policies and procedures, performs the more elementary and manual tasks in the preparation, serving and clean-up of food in a school cafeteria. This is an entry level cafeteria position.

**Directly Responsible To:** Director, Fiscal Services and Operations

**Examples of Duties**

1. Assists with setting up the cafeteria and serving food
2. Assists in preparing food items; measures, chops, cuts, slices, stirs and/or blends a variety of ingredients used in food preparation activities as requested
3. Assists with the preparation of fruits, vegetables, sandwiches, desserts, salads, meat dishes, bakery items and other foods
4. Mops floors (small spills), washes dishes, wipes cafeteria preparation tables, cleans serving counters, ovens, refrigerators and other food service equipment and machines
5. Assists with putting away food and storing leftovers
6. Oversees the preparation and sales of snacks
7. Acts as a cashier
8. Assists student helpers with their duties to ensure that food is served on time and in a safe and sanitary manner
9. Knowledge of basic kitchen and food serving utensils and equipment; basic methods of food preparation; sanitation principles applicable to food serving and kitchen maintenance
10. Ability to prepare sandwiches, salads and other food
11. Ability to operate cafeteria equipment
12. Ability to understand both oral and written directions
13. Ability to learn and effectively apply proper sanitation and safety requirements
14. Ability to meet the physical requirements necessary to safely and effectively perform the assigned duties
15. Ability to establish and maintain cooperative work relationships with those contacted in the performance of required duties
16. Ability to perform the work of the Food Service Worker II in his/her absence
17. Performs other related duties as required by the Food Service Manager

### **Required Qualifications:**

1. Any combination of education and/or experience that demonstrates possession of the requisite knowledge, skills and abilities described above
2. Ability to obtain required certificate(s) by the State or Federal Government related to Food Service health and safety, and food preparation and nutritional guidelines
3. Ability to maintain confidentiality
4. Ability to read and comprehend simple instructions, short correspondence, and memos
5. Ability to write simple correspondence
6. Ability to add, subtract, multiply and divide in all units of measure

### **Training, Experience and Educational Requirements:**

1. Completion of the twelfth grade; college coursework desired
2. Experience dealing with school age children
3. Experience in quality food preparation desired
4. Possession of a valid California Driver's License

### **Physical Effort/Work Environment:**

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Ability to stand or sit for prolonged periods of time (4)
2. Ability to walk, twist, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (4)
3. Ability to hear and understand speech at normal levels (4)
4. Ability to read (4)
5. Ability to communicate so others will be able to clearly understand normal conversation (4)
6. Ability to grasp and manipulate small objects (4)
7. Ability to lift and carry twenty-five pounds (4)
8. Normal manual dexterity and hand-eye coordination required to operate cafeteria equipment using both hands (3)
9. Knowledge of methods, materials, tools and equipment used in cafeteria work (4)
10. Ability to operate cleaning equipment (3)
11. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (4)

**Work Environment:**

1. Inside and outside
2. School environment
3. Maintain emotional control under stress
4. Ability to deal with both adults and students

**Work hazards:**

1. Subject to exposure to communicable or infectious diseases

**Daily Service:**

1. Part-time; Ten (10) months per year; 193 days per year (aligns to adopted school calendar)