CITY OF AUGUSTA
Department of Public Schools

JOB DESCRIPTION

TITLE: FOOD SERVICE WORKER

REPORTS TO: Food Service Manager

POSITION EXPECTATIONS: Performs assigned food service tasks in an efficient manner to prepare and serve students food of high nutritional value in an atmosphere of cleanliness, cheerfulness, and personal caring.

QUALIFICATIONS:
1. High school graduate or equivalent.
2. Must be able to read and write, and to follow written and verbal recipes and instructions.
3. Ability to work effectively as part of a team and to communicate and interact pleasantly and effectively with administration, staff, students and the public.
4. Ability to work independently.
5. Must demonstrate good personal hygiene.
6. Ability to operate a cash register and make change.
7. Ability to do simple calculations, divide, multiply, add, subtract, and count.
8. Previous food service experience preferred.

PERFORMANCE RESPONSIBILITIES:
1. Prepares and serves food, and cleans food service facility as instructed by the Food Service Manager.
2. Follows proper sanitation procedures in food preparation, use and care of equipment, personal hygiene, and personal habits assuring that sanitation standards are met at all times.
3. Follow standards of safety in preparing, storing, and serving food.
4. Assures that the quality of foods prepared and served meet program standards as well as student preferences.
5. Maintains required forms and records as assigned by the Food Service Manager.
6. Participates in implementing cost containment measures while maintaining quality in Food Service.
7. Attends job-related training classes, workshops and meetings.
8. Practices safe work methods; assists in keeping work areas and equipment in safe operating condition; and promptly notifies supervisor of any safety hazardous conditions.
9. Ability to complete assigned tasks within allocated time limits.
10. Participates in implementing promotion of special school and community activities consistent with Board of Education policies.
11. Performs other related duties as assigned by Food Service Manager.

**WORKING CONDITIONS / PHYSICAL DEMANDS:**
- General food service kitchen and cafeteria setting.
- Moderate but frequent bending, twisting, reaching, and lifting of up to 40 lbs.
- Ability to work near and with ordinary and institutional food service equipment.
- Ability to work near and with ordinary and institutional cleaning chemicals.
- Ability to work on your feet for extended period of time.

**TERMS OF EMPLOYMENT:**
- School year position.
- Evaluated by Food Service Manager.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved by: ______________________ Date: ______________________
Superintendent of Schools