

FOOD SERVICE WORKER/INTRA-DISTRICT MAIL CLERK

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Food Service Site Lead

EVALUATOR'S TITLE: Food Service Supervisor

JOB SUMMARY: Under direct supervision and as part of a team effort, performs food-related duties in a sanitary, safe, courteous and efficient manner. Duties shall include, but not be limited to, preparation, sales, clean-up, stocking, and customer service, while meeting department, local, and state standards/regulations. Additional duties include the pick up and delivery of mailbags between Analy, El Molino and the District Office; daily bank deposit and freighting between the two site kitchens.

ESSENTIAL FUNCTIONS:

- Prepare and provide food and beverage menu items.
- Meet schedules and deadlines.
- Follow procedures to maintain safe and sanitary conditions in both the work area and in the storage, preparation, and service of food.
- Follow safety standards for equipment, personnel, and facility.
- Handle all aspects of a position in a courteous and helpful manner.
- Submit item requests and stock inventory, as needed.
- Perform cashiering duties, sustain accountability for cash drawer, and tally money for deposit.
- Daily pick up and delivery of mailbags between school sites and District Office as directed by Superintendent or designee.
- Collect daily deposits and drop in night depository receptacle at local bank.
- As required freight items between two site kitchens keeping inventory records up-to-date.

OTHER FUNCTIONS:

- Where relevant, instruct and oversee student employees, acting as an appropriate role model.
- Cover others' work areas and duties as needed.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Training and Experience: Knowledge of basic food preparation methods and practices.

Abilities: Ability to: follow oral and written instruction; plan/organize time on a daily and weekly basis; work cooperatively and efficiently; follow safety and sanitation procedures in accordance with district policy, local, state and federal regulations; and compute change quickly, accurately, and in a friendly manner.

Physical Effort/Working Environment: Indoor and outdoor work environment. Moderate physical effort; lift/move fifty (50) pound loads; push and pull large, loaded carts; use of disinfecting agents; stand for long periods of time, maintain confidentiality of district mail and related materials as appropriate. A pre-placement physical examination may be required.

Licenses and Certifications: Food Handler's certificate is required following probationary period. CPR, First Aid certificates may be required. A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations is required.

Education: Completion of formal education or related work experience sufficient to ensure successful outcome of duties stated herein as well as the ability to pass listed required certificate exams.

West Sonoma County Union High School District
Classified Salary Schedule - Range 15
6.5 hrs per day, School Year (182 days)
Approved: August 16, 2001
Revised: