

Food Service Worker



Department: Early Care and Education

Reports to: Food Services Supervisor

FLSA Status: Non- Exempt

Date: April 2018

Position Summary:

The Food Service Worker is responsible for the delivery of nutrition services for children enrolled in the Early Head Start and Head Start program. This includes the preparation of meals, implementation of classroom nutrition activities, and maintenance of kitchen cleanliness and inventory.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare meals according to program menus and food safety requirements
- Prepare serving carts in accordance with Family Style Dining principles
- Ensure daily cleaning of dishes, utensils, equipment, and kitchen
- Receive deliveries and ensure accuracy
- Enhance student excitement about healthy eating through daily interactions and classroom nutrition activities
- Maintain clean and orderly kitchen, aligned with local, state, and national regulatory bodies
- Complete required documentation
- Ensure compliance with Bauer Policies, State Licensing, and Head Start Program Performance Standards, and Child and Adult Care Food Program (CACFP) regulations
- Attend twice-monthly staff meetings, monthly Professional Development Days, quarterly All-Agency meetings, and annual Pre-Service

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- High school diploma or equivalent
- Valid driver's license

Experience Required:

- Previous experience in the food industry is preferred

Knowledge and Skills Required:

- Commitment to serving children and families in poverty with the highest quality services
- Willingness to learn and apply new knowledge
- Strong communication skills, both written and verbal
- Basic math skills
- Ability to document worktime in web-based system

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Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with cooking equipment, ovens, and burners to prepare food. The physical activities of the position include talking, standing, reaching, grasping, medium lifting, bending, carrying, squatting, and other repetitive motions.

Working Conditions:

- Work is performed mainly in a clean and pleasant kitchen environment with rare exposure to environmental factors.
- Minimal safety hazards with general working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.