

Sacred Heart Parish

Job Description

NAME:

DATE: December 1, 2017

JOB TITLE: Food Service Worker

SUPERVISOR: Director of Food Service

STATUS: Part-Time 2, Non-Exempt, Hourly

GENERAL DESCRIPTION

The Food Service Worker assists with the daily on-site preparation of nutritious lunches for the students and staff of Sacred Heart Academy. Primary responsibilities include receiving and storing deliveries, heating and serving food, and sanitation. Must comply with federal, state and local regulations applicable to food service and the National School Lunch Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include all or a portion of the following:

- Communicate directly with the Director of Food Service to obtain daily assignments, and report all issues and concerns
- Check, inspect, and store incoming food and supplies, rotate stock, and maintain inventory levels
- Prepare the salad bar and serving line for service; remove and tear down after lunch is complete
- Prepare meal components according to the daily menu following trained preparation and safety methods
- Maintain the highest level of sanitation and safety for food preparation and equipment
- Clean all food preparation and serving areas
- Serve food to students, staff and volunteers, abiding by the federal regulations pertaining to meal components
- Maintain confidentiality of information
- Provide service in a courteous, respectful and helpful manner
- Provide direction to volunteers and student help
- Other duties as assigned

ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS

- This position reports to the Director of Food Service and the Elementary Assistant Principal
- Will establish and maintain harmonious working relationships with staff members, students and volunteers
- Friendly customer service is essential

WORKING CONDITIONS

The position is scheduled for 19 hours per week or less and follows the school year calendar. Work is performed in a kitchen environment, with noise, heat, steam and cleaning chemicals present. Physical labor is required, as well as extensive standing. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, bend, stoop, kneel, crouch, climb a ladder and may be required to lift up to 50 pounds. Protective clothing must be worn, including a hairnet and nonskid shoes.

QUALIFICATIONS AND SKILLS

- High school education required
- Prior food service or nutrition experience preferred
- Strong communication skills, both orally and in writing
- Computer skills desirable
- Ability to follow instructions and respond to management direction
- Consistently be at work and on time
- Physically handle the demands of the position; involves cooking, cleaning, and lifting food items.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____