

Job Description			
Position:	Food Service Worker	Date Created:	3/28/2025
Department:	Food Service	Job Type:	Full-time, 10-month
Reports To:	Food Service Manager	FLSA Category:	Non-exempt
Placement Schedule: Schedule 3, Paygrade 11			

POSITION SUMMARY:

The Food Service Worker is responsible for various food service tasks including, but not limited to prepping, cooking, serving, cleaning, cashiering, and ensuring that all food safety standards are met while providing outstanding customer service.

KEY RESPONSIBILITIES:

- Prepares and serves daily meals for students, faculty, staff, and visitors.
- Performs cashier duties using the POS system.
- Performs general cleaning duties; removes trash and garbage to designated areas.
- Provides service in all retail areas, including cashiering and line serving.
- Cashiers according to established procedures, maintaining cash accuracy with receipts. Makes deposits at the end of each shift.
- Inventories and restocks supplies and food products.
- Sets up serving line, ensuring temperatures are taken, recorded and within acceptable ranges; notifies cooks if food temperatures are not within acceptable limits.
- Sets up items for purchase on daily basis.
- Keeps refrigerator stocked and product rotated using the first in, first out rule.
- Stocks pantries with correct par levels of food items on a daily basis. Records replenished amounts on floor stock form for each unit. Records refrigerator temperatures on floor stock form daily.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (preferred).
- 1+ year(s) prior experience in food service in an institutional setting (preferred).
- General knowledge of food safety practices.
- Serve Safe certification (or equivalent) preferred.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Effective oral and written communication skills.
- Excellent customer service skills.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, crawling, climbing and reaching for extended periods of time.
- Frequent need to lift, carry, push, or pull items weighing up to 50 pounds. Periodic need to perform a two-person lift on objects over 50 pounds.



Food Service Worker

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/food service environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat and cold.
- Must be able to tolerate frequent interruptions from students, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____