SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Senior Food Service Worker
REPORTS TO: Assigned Supervisor

DEPARTMENT: Food Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 018 OSS

REVISED: September 24, 2019

BASIC FUNCTION:
Coordinate and participate in assigned activities of a regular or special feeding program at a secondary site or at a satellite of a large preparation kitchen or coordinate catering activities for district non-school locations; lead the work of and provide guidance to food service staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Participate in and lead the work of food service workers in preparing, assembling, cooking, and re-heating a wide variety of foods. E

Unlock cafeteria and turn on stoves, ovens and steamtables. E

Receive supplies, count food and other items, and record information. E

Take food temperature and refrigerate or maintain at proper temperature. E

Assist in receiving and distributing food and supplies. E

Set up and apportion food on all points of service; operate all points of service including a mobile food cart. E

Clean, scrape, and wash trays, pots, pans, utensils, and other kitchen equipment; dispose of waste; sweep and mop floors. E

Count and wrap unused food items for return to preparation kitchen. E

Perform periodic and monthly inventory of food and supplies. E

Maintain student database at assigned site; maintain a variety of records including the verification of free and reduced lunch participants; verify/input daily meal counts into computer; prepare a variety of reports regarding meal participation. E

Maintain safe and sanitary conditions of kitchen and equipment; ensure compliance with departmental rules and regulations. E
Assist in training and monitoring the work of assigned staff in the proper methods of food production, safety, sanitation, and service at special events.

Secure cafeteria and/or storage facilities at the end of the workday.

Communicate and work with site administrators and district staff to address concerns and resolve issues relative to meal production and feeding programs and scheduling special meal programs and activities.

May be assigned to drive a food services golf cart to transport food at assigned site/location; may be assigned to coordinate and participate in catering activities at a district non-school location.

May be assigned to operate point of service registers and count money; prepare daily receipts and deliver to the main office at assigned site for pick-up.

Effectively communicate and work with site administrators.

May lead the work of hourly employees and student helpers.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Use and care of ranges, ovens, and other kitchen or outdoor cooking equipment.
- Modern methods of quantity food preparation and serving.
- Reading and writing English communication skills.
- Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**
- Coordinate various activities and lead the work of others.
- Operate point of service registers and/or computers and related software applications.
- Operate all points of service including mobile food carts.
- Maintain cafeteria operations records and prepare reports.
- Understand and follow oral and written directions.
- Learn the procedures, functions, and limitations of assigned duties.
- Communicate effectively and maintain cooperative and effective working relationships.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor or outdoor kitchen or cooking environment; storeroom and refrigerated/freezer areas.

**PHYSICAL REQUIREMENTS:**
Physical condition necessary to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies and serve food; lifting heavy objects up to 25 pounds.
NOTE: Many positions in the job class are part-time. Part-time positions are subject to an increase or decrease in hours according to district needs.

DISTINGUISHING CHARACTERISTICS:

A Senior Food Service Worker incumbent is responsible for coordinating and participating in assigned food service activities of a regular or special feeding program at a secondary school site or at a satellite location of a large prep kitchen where over 600 meals are produced and served. An incumbent in this position serves as a lead under the general supervision of a cafeteria supervisor and/or area supervisor. It differs from the lower level job classes of Senior Food Service Site Leader and Food Service Site Leader where the latter job classes perform like duties but differ based on the type and volume of feeding programs at elementary or atypical school site locations.