

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:	January 18, 2005		

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 and direct the work of 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. **E**

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

Prepare periodic inventory of food and supplies; participate in monthly inventory. **E**

Maintain student database at assigned site; 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 of assigned staff in proper methods of food production, safety, sanitation, and service at special events. **E**

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

Meet with district staff to discuss and schedule special meal programs and activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent to one year of experience as a Food Service Worker I.

LICENSES AND OTHER REQUIREMENTS:

Must successfully pass an approved food service safety certification examination before being hired into this job class or within 60 days after appointment.

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 direct the work of others.

Operate point of service registers and/or computers.

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 relationships.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor kitchen or cooking environment.

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.

Job Code 8580

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