

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
FOOD & NUTRITION SERVICES WORKER

Purpose of Class

Performs food preparation duties at a school food service site; serves food and/or assists customers; clean food service equipment and areas; and performs related work as required.

Primary Function

The principal function of an employee in this class is to prepare foods for school lunches, breakfasts, snacks and special events; portion and serve foods to students and other customers; clean food service equipment and food service areas; and serve as a cashier. This position regularly performs tasks wherever needed to maintain effective and efficient food service operations. In schools where there is no Food Service Assistant Manager, the Food & Nutrition Services Worker may utilize a computer to enter data and create reports. Work is performed under the general supervision of a Food Service Manager. The principal duties of this class are performed in a food service environment and dining area.

Essential Duties and Responsibilities (will vary by assignment)

- Prepare, cook and handle food safely, in accordance with regulatory requirements;
- Present foods in a prescribed manner;
- Serve food to students and other customers;
- Receive and store deliveries;
- Prepare special meals or other food for school events;
- Serve as cashier to receive cash from customers; reconcile cash receipts; prepare cash register report;
- Clean equipment, counters, utensils, food service areas and dining tables, in accordance with regulatory standards;
- Enter and process data on computer as needed;
- Interact with students, staff, faculty, administration and parents effectively and professionally;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student and District confidentiality;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- Attend in-services and training sessions;
- Complete time records; enter absences into Subfinder;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Federal, state and local defined standards for food preparation and sanitation;
- Food Service and equipment operations;
- Basic math, weights and measures;
- Record keeping methods and techniques;
- Effective communication techniques.

Ability to:

- Prepare and deliver food within defined time limits;
- Accurately perform basic math, weighs and measures calculations;
- Ensure safe handling of food, food and supply storage, and proper cleaning of work environment;
- Properly use and clean food service equipment such as ovens, mixers, knives, etc.;
- Assist in or prepare accurate, complete and timely reports;
- Maintain food service and related records;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel;
- Work with computer technology and electronic media(email, Subfinder etc);
- Multi-task various work assignments in a time efficient manner.

Acceptable Experience and Training

- High school diploma or GED equivalent preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Food & Nutrition Services Worker.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written instructions and regulatory requirements; and to hear sounds within the normal range of conversation;
- Vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view food preparation ensuring safe handling and storage; prepare reports as required; verify cash receipts, reconciliation and banking; observe performance of assigned staff;
- Manual dexterity, with or without reasonable accommodation, which permits the employee to operate all food service equipment, a personal computer and cash register; to ensure that food service areas are clean and sanitized; to serve and prepare food;
- Continual lifting, carrying, pushing and pulling up to 10 pounds, frequent up to 20 pounds and occasional up to 50 pounds.
- Frequent over head reaching and handling, lifting and carrying food products and food service supplies and equipment;
- Occasional climbing, crouching and kneeling and frequent bending, stooping and twisting;
- Job requires 100% alternating between walking and standing;
- Physical demands may vary in frequency and posture dependent on the physical layout and size of the food preparation and service work areas.

Environmental Factors

- Exposure to extreme cold and extreme temperature changes.
- Exposure to odors and mists.
- Exposure to potential hazards including mechanical, chemical, burns and winter (ice) conditions in outdoor walkways.