



JOB DESCRIPTION

JOB TITLE: Food Services Worker I

JOB CODE: 2080

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Food Services Supervisor

SUMMARY OF JOB PURPOSE

Provides large quantity food preparation and serving according to standardized menus and recipes in an institutional, correction, residential, or non-residential setting; assists with the ordering of foods through local vendors, State Purchasing, and the Federal Government Food Commodities Program.

ESSENTIAL FUNCTIONS

1. Prepares, cooks, and serves meals according to meal-time schedule and established temperature guidelines, including all prep work; prepares meals and food products according to standard recipes and other required specifications.
2. Assists with the planning of menus to ensure proper and/or special diets as well as adherence to the State nutritional guidelines regarding calories, total fats, saturated fats, and vitamin content/percentages.
3. Prepares, seals, and packages hot, cold, and frozen meals; performs all prep work and ensures proper labeling; serves and/or delivers bulk and/or individual servings.
4. Inspects food preparation areas and equipment to ensure proper sanitary and safety procedures are met; demonstrates competent product knowledge by correct storing and handling of all perishables, maintaining quality and integrity; regularly checks and records storage temperatures.
5. Assist with the ordering of kitchen supplies and food products through local vendors, State Purchasing, and the Federal Government Food Commodities Program, ensuring that the restriction and requirements of these various agencies are met; verifies accuracy of delivery.
6. Operates cleaning and cooking equipment; participates in the cleaning of the kitchen areas and equipment; ensures proper storage of tools and equipment and the security of the store room.
7. Keeps daily records of meals served, and other pertinent records, as required; may participate in the set-up and take-down of tables and chairs in the dining area, and other various duties in support of special events.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and one (1) year of previous food service experience; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; speak effectively to the general public, clients, and/or County employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of materials, methods and equipment used in institutional food preparation, and sanitary methods and practices associated with food preparation; must possess the ability to operate standard commercial cooking and cleaning equipment; ability to work in a face-paced environment and extreme hot and cold temperatures.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock; depending on assignment, work may be performed in a remote, non-secure juvenile residential facility/camp; correctional/institutional facility, or community center; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee may be occasionally exposed to outside weather conditions.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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