



## JOB DESCRIPTION

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**JOB TITLE: Food Services Worker II**

**JOB CODE: 2100**

**DEPARTMENT: Varies**

**REPORTS TO: Food Services Supervisor**

**FLSA STATUS: Non-Exempt**

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### **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 maintenance of an allocated budget; orders foods through local vendors, State Purchasing, and the Federal Government Food Commodities Program; may be required to meet the Department of Education and Child Nutrition Plan requirements.

### **ESSENTIAL FUNCTIONS**

1. Prepares, cooks, and serves meals according to meal-time schedule and established temperature guidelines; prepares meals and food products according to standard recipes, NutraKids program, and/or other specifications.
2. Plans 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. May train, direct, and supervise Juveniles assigned to the kitchen; demonstrates proper care, storage, use, and cleaning of all tools and equipment.
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. Orders 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 by the budgetary process; may update and maintain the NutraKids program.

### **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.

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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 General Education Degree (GED); two (2) years of previous food service experience preferred.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively to juveniles 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; basic knowledge of governmental budgetary process and budgetary effect on the food preparation of the camp; must possess the ability to operate standard commercial cooking and cleaning equipment.

#### **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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