

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

POSITION TITLE Food Service Worker I - Elementary
 IMMEDIATE SUPERVISOR Food Service Coordinator

ORIGINATION DATE 12/11/89
 LAST REVISION DATE 1/13/11
 BAND & GRADE A-1-1

F. S. COORDINATOR F. S. WORKER I
 SUPERVISOR EMPLOYEE

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Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

JOB SUMMARY (Basic Purpose of Position)

Assist in all areas of food preparation; computerized meal program and maintain sanitary conditions.

	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS: How Will You Know the Job is Done?
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Note: List each major job function prior to listing of routine duties, skills, and performance standards

1. Monitor cafeteria to assure a pleasant environment conducive to eating.	A 1	5 D		KNOWLEDGE: 1. Skyward Program 2. Components of a reimbursable meal 3. Sanitation Procedures SKILLS: 1. Operation of a computer 2. Operation of kitchen equipment ABILITY TO: 1. Communicate 2. Organize 3. Read information on a computer screen	1. The environment in the cafeteria was pleasant. 2. Accounts were debited correctly. 3. Students understood healthy eating. 4. Reimbursable meals and ala carte purchases were correctly debited to customer accounts. 5. Purchase updates were done daily. 6. Negative balances were addresses; either by email, phone contact or letter 7. Sanitary conditions were maintained
2. Assure correct debit is made for purchases.	A 1	5 D			
3. Encourage healthy eating habits among the students.	A 1	25 D			
4. Assure that a reimbursable meal is taken by students, or ala carte charges are made to accounts	A 1 A 1	5 D 10 D			
5. Update purchases daily					
6. Monitor negative balances daily					
7. Maintain sanitary conditions					
8. Perform other duties as assigned.	A 1	25 D			8. Other duties were completed as assigned