

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

POSITION TITLE ELEMENTARY FOOD SERVICE WORKER II
 IMMEDIATE SUPERVISOR COORDINATOR OF FOOD SERVICE

ORIGINATION DATE 12/11/89
 LAST REVISION DATE 5/20/08
 BAND & GRADE A-1-2-2

F. S. COORDINATOR F. S. WORKER II
 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)

TO ASSIST THE COOK IN PREPARATION OF MEALS AND TO MAINTAIN SANITARY CONDITIONS IN THE FOOD PREPARATION AND SERVICE AREAS.

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

ASSIST IN PREPARATION AND SERVICE OF THE MEALS PROGRAMS.				KNOWLEDGE OF:	1. CORRECT PORTIONS WERE SERVED TO THE APPROPRIATE AGE GROUP.	
1. PORTION FOOD PRODUCTS FOR SERVICE TO CUSTOMERS.	A 1	20 D		1. PROGRAM POLICIES, RULES AND REGULATIONS	2. ALL FOOD ITEMS WERE PREPARED AND READY FOR MEAL SERVICE.	
2. ASSIST COOK IN MEAL PREPARATION DICTATED BY MENU.	A 1	20 D		2. SAFETY AND SANITATION PROCEDURES	3. SERVICE LINES WERE PROPERLY SET WITH ITEMS AVAILABLE TO CUSTOMERS AT APPROPRIATE TIME.	
3. ASSIST IN PREPARING SERVICE AREAS FOR CUSTOMERS.	A 1	5 D		KITCHEN EQUIPMENT OPERATION	4. CUSTOMERS WERE SERVED EFFICIENTLY AND CONGENIALLY.	
4. SERVE CUSTOMERS IN A PLEASANT MANNER	A 1	15 D		ABILITY TO:	5. ALL AREAS OF THE FOOD SERVICE OPERATION WERE CLEANED AND SANITIZED, INCLUDING EQUIPMENT AND UTENSILS.	
				1. COMMUNICATE		
				2. ORGANIZE		
				3. CONTROL		

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Note: List each major job function prior to listing of routine duties, skills, and performance standards					
5. CLEAN AND SANITIZE ALL FOOD SERVICE RELATED AREAS, INCLUDING EQUIPMENT AND UTENSILS.	A 1	30 D		SKILL OF: 1. ASSISTING IN FOOD PREPARATION 2. SERVING FOOD EFFICIENTLY AND CONGENIALLY. 3. OPERATING DISHWASHING MACHINE 4. OPERATING KITCHEN EQUIPMENT	6. ASSIGNED DUTIES WERE PERFORMED EFFICIENTLY.
6. PERFORM DUTIES AS ASSIGNED BY HEAD COOK DETERMINED BY MENU NEEDS.	A 1	10 D			