

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

POSITION TITLE SECONDARY FOOD SERVICE II (M.S. & H.S.)
 IMMEDIATE SUPERVISOR COORDINATOR OF FOOD SERVICE

ORIGINATION DATE 12-11-89
 LAST REVISION DATE 5-1-04
 BAND & GRADE A-1-2-2-

 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 ALL MENUS AND MONITOR COMPUTERS

REGULAR ROUTINE DUTIES: of Things to Accomplish in Major Job Function	List	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

1. PREPARE ITEMS FOR SECOND- ARY MENUS AND CATERING	A-1	25D			KNOWLEDGE: OPERATING KITCHEN EQUIPMENT	1. ALL ITEMS WERE PREPARED FOR MENU NEEDS	
2. PREPARE SATELLITE MEALS	A-1	15D			SAFETY & SANITATION	2. SATELLITE MEALS WERE PRE- PARED FOR DELIVERY	
3. PREPARE SERVICE LINES FOR MEAL SCHEDULES	A-1	15D			PORTION CONTROL	3. SERVICE LINES WERE READY FOR CUSTOMERS ON SCHEDULE	
4. ASSIST IN ORDERING ITEMS NEEDED FOR MENU NEEDS	A-1	10D			OPERATING COMPUTER	4. ITEMS NEEDED FOR MENUS WERE ORDERED.	
5. ASSIST WITH CHECKING IN FOOD ITEMS FROM VENDOR	A-1	10D			FREE & REDUCED LUNCH POLICY	5. ALL ITEMS WERE CHECKED IN	
6. MONITOR COMPUTER SCREEN TO ASSURE ACCURACY IN CUSTOMER ACCOUNTS	A-1	15D			VENDOR'S POLICY FOR RETURN- ING PRODUCTS	6. CUSTOMER ACCOUNTS HAD ONLY CORRECT PAYMENTS AND PURCHASES	
7. COMMUNICATE ACCOUNT BALANCES AND PERTINENT	A-1	5D			ABILITY: COMMUNICATE CONTROL ORGANIZE	7. CUSTOMERS WERE INFORMED OF THEIR BALANCES AND OTHER	

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INFORMATION TO CUSTOMERS 8.PERFORM OTHER TASKS AS REQUESTED BY SUPERVISOR	A-1	5D			SKILL: OPERATING COMMERCIAL EQUIPMENT PREPARING QUANTITY FOOD READING RECIPES SERVING FOOD EFFICIENTLY AND CONGENIALLY OPERATING COMPUTER	INQUIRIES: 8. ALL REQUESTED TASKS WERE COMPLETED
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