BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 12/11/89
LAST REVISION DATE 1/13/11

POSITION TITLE   Food Service Worker I - Elementary   BAND & GRADE A-1-1

IMMEDIATE SUPERVISOR   Food & Nutrition Services Coordinator

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SUPERVISOR   EMPLOYEE

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.

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 How Will You Know the Job is Done?
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.	A1	5 D		Knowledge: 1. Skyward program.	1. The environment in the cafeteria was pleasant.
2. Assure correct debit is made for purchases.	A1	5 D		2. Components of a reimbursable meal. 3. Sanitation procedures.	2. Accounts were debited correctly.
3. Encourage healthy eating habits among the students.	A1	25 D		Skills:	3. Students understood healthy eating.
4. Assure that a reimbursable meal is taken by students, or ala carte charges are made to accounts.				1. Operation of a computer. 2. Operation of kitchen equipment.	4. Reimbursable meals and ala carte purchases were correctly debited to customer accounts.
5. Update purchases daily.	A1	5 D		Ability to:	5. Purchase updates were done daily.
6. Monitor negative balance daily.	A1	10 D		1. Communicate. 2. Organize.	6. Negative balances were addressed; either by email, phone contact or letter.
7. Maintain sanitary conditions.	A1	25 D		3. Read information on a computer screen.	7. Sanitary conditions were maintained
8. Perform other duties as assigned.					8. Other duties were completed as assigned.