

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE: 12-11-89  
 LAST REVISION DATE: February 2019  
 BAND & GRADE: A-1-2-2

POSITION TITLE: Food Service II

IMMEDIATE SUPERVISOR: Food & Nutrition Services Coordinator

**Job Summary (Basic Purpose of Position)**

**SUPERVISOR**

**EMPLOYEE**

To assist the cook in preparation of all menus and monitor computers.

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

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?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1. Prepare items for menus and catering.	A1	25D		Knowledge of: 1. State, federal and district policies and procedures 2. Computer software programs 3. Operating kitchen equipment 4. Safety and sanitation 5. Portion control 6. Operating computer 7. Free & reduced lunch policy 8. Vender's policy for returning products  Ability to: 1. Communicate effectively 2. Perform under stressful situations with frequent interruptions 3. Work independently 4. Work effectively with a diverse group of staff, students and customers 5. Maintain records 6. Maintain confidentiality	1. All items were prepared for menu needs.
2. May prepare satellite meals.	A1	15D			2. Satellite meals were prepared for delivery.
3. Prepare service lines for meal schedules.	A1	15D			3. Service lines were ready for customers on schedule.
4. Assist in ordering items needed for menu needs.	A1	10D			4. Items needed for menus were ordered.
5. Assist with checking in food items from vendor.	A1	10D			5. All items were checked in.
6. Monitor computer screen to assure accuracy in customer accounts.	A1	15D			6. Customer accounts had only correct payments and purchases.
7. Communicate account balances and pertinent information to customers.	A1	5D			7. Customers were informed of their balances and other inquiries.
8. Perform other tasks as requested by supervisor.	A1	5D			8. All requested tasks were completed.
9. May drive district vehicle(s) for satellite service, catering events, and/or mobile food service operations.					9. Provide satellite service, event catering and mobile food service as directed.

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

				<ul style="list-style-type: none"> <li>7. Use time effectively</li> <li>8. Organize</li> <li>9. Demonstrate consistent and reliable attendance</li> <li>10. Drive vehicle.</li> <li>11. Maintain a valid driver's license.</li> </ul> <p>Skill in:</p> <ul style="list-style-type: none"> <li>1. Operating commercial equipment</li> <li>2. Preparing quantity food</li> <li>3. Reading recipes</li> <li>4. Serving food efficiently and congenially</li> <li>5. Operating computer</li> </ul>	
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