

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

POSITION TITLE Food Service Worker I – Secondary (MS & HS)

ORIGINATION DATE 12/11/89

IMMEDIATE SUPERVISOR Food & Nutrition Services Coordinator

LAST REVISION DATE 5/1/04

BAND & GRADE A-1-1

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

**SUPERVISOR**

**EMPLOYEE**

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

Assist with serving, portioning and preparation of meals. Maintain sanitary conditions in all areas of food service. Monitor end-of-line computers as customers use their accounts.

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. Portion food products.	A1	10 D		Knowledge:	1. Food products were portioned to meet menu needs.
2. Serve customer on service lines.	A1	15 D		1. Operating kitchen equipment.	2. Customers were served as necessary.
3. Assist with cleaning and sanitizing food service equipment and utensils.	A1	15 D		2. Safety & sanitation.	3. Food service equipment and utensils were cleaned and sanitized.
4. Assist in set up of service lines.	A1	10 D		3. Portion control.	4. Service lines were ready as scheduled.
5. Assist in packaging of satellite meals.	A1	10 D		4. Operating computer.	5. Satellite meals were correctly packed.
6. Perform tasks requested by supervisor.	A1	5 D		5. Free & reduced lunch policy.	6. Tasks were performed as requested.
7. Monitor computer screen for correct information.	A1	15 D		6. Vendor's policy for returning products.	7. Correct information was confirmed.
8. Communicate account information to customers.	A1	10 D		Ability:	8. Account information was communicated to customers.
9. Assist in recording additional inventory needs.	A1	5 D		1. Communicate	9. Inventory was present when needed.
10. Assist in putting the delivered items in the proper storage area.	A1	5 D		2. Control	10. All items were properly stored.
				3. Organize	
				Skill:	
				1. Operating commercial equipment.	
				2. Preparing quantity food.	
				3. Reading recipes.	
				4. Serving food efficiently and congenially.	
				5. Operating computer.	

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