

Food Service Worker Job Description

Reports To: Food Service Supervisor

Length of Assignment: 10 months

Tour of Duty: 6:00 a.m. – 2:30 p.m., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on employee Appointment Letter.

Employment Status: Hourly/Non-Exempt

Primary purpose:

Food Service Worker works under the immediate supervision of the Food Service Supervisor/Cook and general supervision of the Principal. Work will be performed independently, and the employee is subject to spot check inspection. All cooks and kitchen personnel must have an annual (or more often, upon request) physical. All cooks must have a valid health certificate.

Responsibilities:

Duties of this job include, but are not limited to:

1. Responsible for daily washing sanitizing of all dirty utensils.
2. Assist in preparing breakfast and lunch according to work schedule.
3. All workers must assist in preparing the meals.
4. Bake bread, as needed for lunch.
5. Prepares lunches and special meals for extra-curricular activities.
6. Assists with the daily salad bar (when available).
7. Operates kitchen appliances.
8. Responsible for upkeep of salt/pepper shakers.
9. Cleans shelves and cabinets in storage area.
10. Deliver fruit (Fresh Fruit Program) to K-8 classrooms.
11. Responsible for daily cleaning of ovens and any equipment used.
12. Responsible for refilling all soap and paper towel dispensers.
13. Assist with moving hot and heavy pots and pans to the serving line.
14. Responsible for moving mean and frozen food from freezer to cooler.
15. Responsible for sweeping and daily moping of entire kitchen floors.
16. Performs other related duties as assigned by the supervisor.
17. Shall maintain a positive level of attitude and rapport with all personnel and community members.
- 18. Demonstrates regular attendance and punctuality.**
19. Emphasis Lakota Language with all staff and students school wide.
20. Will be evaluated two (2) times a year by an immediate supervisor. These evaluates will become part of the permanent school file.

Qualifications:

- ☐ High School Diploma or G.E.D. Certificate
- ☐ Must be certified by the South Dakota State Child and Adult Nutrition Services
- ☐ Must have successfully completed at least two (2) South Dakota Food Service Certification Schools.
- ☐ Must pass annual physical examination for compliance with all necessary requirements.
- ☐ Must have demonstrated ability to operate and manage the Food Service Program
- ☐ Must possess/obtain and maintain a legal driver's license.
- ☐ Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting
- ☐ Will participate in Isna Wica Owayawa/Loneman School activities that include the community.

Breakfast:

- ✓ 1 cup of fruit daily

Lunch FRUIT AND VEGETABLE PROGRAM:

- ✓ Vegetables 3 X week (a lot of waste)
- ✓ Salad Bar – 2 X week
- ✓ Fresh Fruit – Lunch
- ✓

Lunch Meals:

- ☐ August – October
 - o Lunches for sport activities
 - o Lunches for Dance Club
 - o Lunches for Lakota Studies
 - o Family Night Meal – 1 X month (usually last Monday of month)

S.O.P Temperatures (DAILY):

All Food Service Workers must help in maintaining this!

- ✓ Freezer
- ✓ Cooler
- ✓ Automatic dishwasher
- ✓ Food temperature
- ✓ Milk Cooler
- ✓ Storage Room
- ✓ **VERY IMPORTANT TO KEEP TRACK OF TEMPERATURES.**

Additional Meals throughout the year:

- ✓ Thanksgiving Meal for students & staff
- ✓ Easter Meal for students & staff
- ✓ Christmas Meal for students & staff
- ✓ Community – End of Year school picnic
- ✓ Picnic Hams are ordered yearly for Parents & staff members. (Administration/front office can ask what staff do not want one to avoid leftovers)

- ✓ May – 8th Grade Banquet
- ✓ Naming Ceremony

REMINDERS:

- ✓ Clean inside of steamers
- ✓ Clean the drain
- ✓ Oven needs to be clean when there is NO SCHOOL and staff have to work
- ✓ Staff need to throw away their trash in the food prep areas.
- ✓ DO NOT EAT IN FOOD PREP AND SERVING AREA!
- ✓ Table washing containers cart needs to be whipped everyday – also silverware cart & tray cart.
- ✓ Milk cooler needs to be cleaned every week.
- ✓ Daily mopping of dishwashing room
- ✓ Change serving gloves every time you make a move to do something. Put a clean glove on you start serving again.
- ✓ Keep your hands washed. If you go to the office or anywhere else – ALWAYS wash your hands.
- ✓ Wipe walls in the tray area.
- ✓ Test water wiping tables with a test strip sanitizer
- ✓ **Check the date on milk before you set it out in the cooler – 1st in –1st out.**

CONCERNS:

- ✓ Steam Kettles
- ✓ Community use of kitchen – if the kitchen is rented out for events such as: wakes, funerals, community gatherings, etc., a ‘Kitchen Usage Agreement’ will be signed. family members that sign the agreement need to put someone in charge to take care of the kitchen and dining room. PLUS a staff member (Food Service or kitchen worker) needs to be here to monitor.

**Parents need to provide proper documentation for any food allergies for their child(ren) so the kitchen staff will be aware of the allergy and prepare foods accordingly.

**** VERY IMPORTANT: Employees need to come to work leaving ALL PROBLEMS at home. Employees should not be bothered by family members, getting or making phone calls during working hours.**

****Be at your work site at least 5 or 10 minutes before regular working hours start****