

**JOB DESCRIPTION**  
**Eureka City School District**

Nutritional Services  
Enjb 103

**Food Service Worker**

---

**Purpose Statement**

The job of Food Service Worker is done for the purpose/s of preparing and distributing food items for consumption by students and school personnel and maintaining facilities in a sanitary condition.

---

**Essential Functions**

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items (e.g. cash, free/reduced meal offset, etc.) for the purpose of securing funds for reimbursement of items selected.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe working environment.
- Prepares daily item counts and associated reports for the purpose of providing documentation for items served.
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Reconciles cash transactions and item counts for the purpose of balancing financial and daily inventory accounts (varies by assignment).
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices and utilizing equipment used in profession.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read and interpret instructions; and understand multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: sanitation practices and quantity food preparation.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals; work with data of similar types and/or purposes; and utilize a variety of job related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team; communicating with diverse groups; and working with children.

**Responsibility**

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under with some temperature extremes, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

**Experience** Job Related Experience is desired.

**Education** High School Diploma or Equivalent.

**Required Testing**

Pre-employment Proficiency Exam

**Continuing Educ. / Training**

As needed

**Certificates & Licenses**

CPR/First Aid Certificate

Valid CA Driver's License

Food Service Safety Manager Certificate

**Clearances**

Criminal Justice/Fingerprint Clearance

**FLSA Status** Non Exempt

**Salary Grade** Blue 22