



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Food Service Worker

**Prepared Date:** 12/02/2021

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### **JOB GOAL:**

The Child Nutrition Worker follows the Child Nutrition Department state and federal guidelines and procedures to provide nutritious reimbursable meals to the students of the Little Rock School District. Reports directly to the Child Nutrition Manager.

### **TERMS OF EMPLOYMENT:**

Nine (9) month (184 day) contract, Pay 552 Grade 03, plus benefits package (5.5 Hours per day does not include health insurance). NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. High School Diploma or Equivalent.
2. Food Handling certificate or ServSafe Certification preferred.
3. A minimum of two years of food service experience required. Preference given to K-12 related experience.
4. Dedicated to providing customer service to students, co-workers, and customers.
5. Must be a team player and follow rules and policies as directed.
6. Must possess the skills and ability to read and follow standardized recipes.
7. Proficiency in the use of institutional food-service equipment.
8. Proficiency in the use of computers and meal accountability software programs preferred.
9. Ability to understand and apply instructions.
10. Ability to read and interpret documents such as safety rules, operating maintenance instructions, and recipes and procedure manuals.
11. Ability to understand food preparation and safety instructions.
12. Ability to perform basic arithmetic operations
13. Ability to lift 25 pounds; up to 50 pounds utilizing the team lift method.
14. Must have a Social Security Card, Birth Certificate and Driver's License or Picture ID.
15. Must submit and pass a criminal background check.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains personal appearance and hygiene practices required.
2. Reports to work on time every day.



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3. Complies with all safety and sanitation regulations per standard operating procedures guidelines
4. Preparation and service of food according to the menu of the day, using acceptable HACCP child nutrition techniques to provide the highest quality of food possible.
5. Reads and follows recipe instructions.
6. Proper portion control is to be used at all times to meet meal requirements.
7. Proper storage and handling of foods to meet sanitation requirements.
8. Cleaning and sanitizing all equipment, serving pieces, dishes, utensils, and cooking items.
9. Cleaning and sanitizing the preparation, service, storage, employee facilities, and dining areas.
10. Operates equipment safely per instructions.
11. Communicates with coworkers, customers and staff about meal items.
12. Performs all other tasks and duties as assigned

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.