FOOD SERVICE staff

- Food Service Manager
- Food Service Worker

Food Service Manager

TITLE: Food Service Manager

QUALIFICATIONS:

I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. Must take the state sanitation course within the first year of hire. Must attend state conference training sessions at least every other year, preferably every year.

II. Special Knowledge/Skills: Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below:

    1. Good work habits.
    2. Dependability and ability to work without supervision.
    3. Ability to maintain positive relations with students, school and town personnel, supervisors, and citizens at all times.
    4. Knowledge of proper food handling and proper use of cleaning chemicals and use of Material Safety Data Sheets.
    5. Must be willing to participate in ongoing in-service training as requested.
    6. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
    7. Demonstrated aptitude for, or competence in the areas listed under responsibilities.
    8. Such alternatives as the Administration may find appropriate and acceptable.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Directors of School Nutrition

JOB GOAL:

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

PERFORMANCE RESPONSIBILITIES:

Food Service Manager’s responsibilities shall include, but are not limited to, the following as requested and/or directed:

I. Manages the day-to-day operations of the cafeteria.

II. Plans and supervises the preparation and serving of food.

III. Purchases and maintains an inventory of all foods and supplies.

IV. Provides the monthly inventory to the Director of School Nutrition within two (2) days of the end of the month.

V. Inspects kitchen facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.

VI. Evaluates food service workers.

VII. Checks all food service personnel time slips.

VIII. Checks all invoices for accuracy before presenting them to the Director of School Nutrition.

IX. Deposits all cash received on a daily basis and maintains necessary records.

X. Provides time sheets, deposit slips, and food orders to the director every Friday.

XI. Assists in the preparation and serving of food in a quick and pleasant manner.

XII. Assumes responsibility for ensuring that during meal service periods the supply of food offered is replenished regularly.

XIII. Serves students and staff from the cafeteria serving lines.

XIV. Assists in the daily clean up of the kitchen, service areas, and cafeteria tables.

XV. Assists in the storage and disposal of unused foods.

XVI. Performs related duties as required including duties at special meal functions.

XVII. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and “a team approach” in order to meet the Program needs.

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job; sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 30 pounds

Environmental Conditions: working outside, slippery surfaces, chemical exposure, biological exposure, working around moving objects, and working alone

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Directors of School Nutrition will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the

job, either at present or in the future.

School Board Approved: May 9, 2006

Revised: October 9, 2012

Food Service Worker

TITLE: Food Service Worker

QUALIFICATIONS:

I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. Must take the state sanitation course within the first year of hire. Must attend state conference training sessions at least every other year, preferably every year.

II. Special Knowledge/Skills: Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below:

    I. Good work habits.

    II. Dependability and ability to work without supervision.

    III. Ability to maintain positive relations with students, school and town personnel, supervisors, and citizens at all times.

    IV. Knowledge of proper food handling and proper use of cleaning chemicals and use of Material Safety Data Sheets.

    V. Must be willing to participate in ongoing in-service training as requested.

    VI. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

    VII. Demonstrated aptitude for, or competence in the areas listed under responsibilities.

    VIII. Such alternatives as the Administration may find appropriate and acceptable.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Food Service Manager & Directors of School Nutrition

JOB GOAL:

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

PERFORMANCE RESPONSIBILITIES:

Food Service Worker’s responsibilities shall include, but are not limited to, the following as requested and/or directed:

I. Assists in the preparation and serving of food in a quick and pleasant manner.

II. Assumes responsibility for ensuring that during meal service periods the supply of food offered is replenished regularly.

III. Serves students and staff from the cafeteria serving lines.

IV. Assists in the daily clean up of the kitchen, service areas, and cafeteria tables.

V. Assists in the storage and disposal of unused foods.

VI. Performs related duties as required including duties at special meal functions.

VII. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and “a team approach” in order to meet the Program needs.

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EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Food Service Manager will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

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