



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Food Service Special Functions

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Current TB test
- Food Handlers Certification
- Ability to read & communicate in English
- Ability to accurately count, weigh & measure
- Ability to follow instructions & take initiative in performance of assigned tasks
- Ability to work independently or with limited supervision
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

REPORTS TO: Food Service Manager or Operations Coordinator and Director of Food Service

TERMS OF EMPLOYMENT: Benefits and work calendar as provided by the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Uses techniques outlined in recipe or as instructed (chopping, dicing, mixing, slicing, etc.) to complete food preparation.
3. Completes or oversees attractive plating, panning, or other presentation of prepared foods for catering functions.
4. Coordinates delivery of catering needs and special functions at Central Office.

5. Provides buffet table settings, table service set-up, or meeting room set-ups and replenishment (as requested).
6. Completes all catering request with attention to accuracy and visual appeal.
7. Coordinates preparation and delivery of classroom catering orders throughout the district.
8. Assists with menu costing as assigned.
9. Assists with recipe development as assigned.
10. Assists in pulling food items from storeroom and other inventory management duties as assigned.
11. Provides cafeteria manager with written notification of food or equipment needs for special functions.
12. Takes temperatures of foods and beverages prior to service and institutes appropriate corrective actions if indicated.
13. Disassembles catering functions when completed as instructions indicate.
14. Discards or properly stores left-over foods.
15. Performs all tasks in accordance with HACCP guidelines.
16. Performs cleaning tasks as assigned.

OTHER JOB FUNCTIONS:

1. Reports to work at scheduled time with proper uniform & appropriately groomed.
2. Adheres to all school district rules & building rules & regulations.
3. Utilizes proper hand washing techniques.
4. Participates in meetings, training sessions & culinary seminars as scheduled.
5. Completes other tasks as assigned.