



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Main Dish, Baker or Salad Preparation

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Basic Computer Skills
- 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
- 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

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

ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Preparation of assigned menu items according to recipe within the time schedule allowed.
3. Performs safe operation of equipment used in preparation and cleanup.
4. Utilizes standardized recipes and demonstrate the ability to weigh, measure and count accurately.
5. Maintain legible and accurate recipes that can be interpreted by employees.
6. Report all food and supply needs to department head.
7. Prepare food that is well-seasoned, attractive, merchandised well and served at proper temperature.
8. Follows all HACCP protocol.

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 & seminars as scheduled.
5. Completes other tasks as assigned.