



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Food Service Substitute

**F.L.S.A.** Non-Exempt

### **QUALIFICATIONS:**

- Current TB test
- Ability to read & communicate in English
- Food Handlers Certification
- 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

### **ESSENTIAL JOB FUNCTIONS:**

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Complete tasks that are assigned by the cafeteria manager.
3. Assist in total kitchen clean up.
4. Performs all tasks in accordance with HACCP guidelines.

### **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.