

**Granite Falls School District  
Position Description**

**FOOD SERVICE WORKER 3**

**GENERAL SUMMARY**

The Food Service Worker 3 assumes the overall management responsibility of the food service program in compliance with federal and state regulations and local policies, including personnel, equipment, supplies, and facilities. The primary concern is to serve nutritious and balanced meals that meet the requirements of school meal programs, are prepared economically, efficiently, and safely, appeal to the tastes and interests of the students, and help them to further their learning. Regular attendance is required and expected.

**KITCHEN FUNCTIONS**

1. Responsible for ongoing evaluation and adjustment of all aspects of the district's food service program to meet governmental standards for the nutritional and educational needs of the students; ensure that all operational procedures for food preparation and distribution are in compliance with federal, state and local laws and regulations in order to provide quality, nutritious, and economically-planned menus; generate recipes and portion control standards; works with staff and physicians to plan meals for children with special needs.
2. Assist with and ensure that food preparation, personnel, equipment, and facilities comply with all governmental and local codes for sanitation and safety; establish standards for receiving, storing, and inventorying food and non-food supplies; resolves problems with vendors as necessary; establish an effective, economical, and environmentally safe waste management system for the food service program; perform on-site reviews of each food service location.
3. Assist in planning and maintenance of equipment and physical facilities of the food service program; Ensure and maintain kitchen safety and security by checking that appliances and lights are off after use, locking cash box and refrigerator, and securing areas.
4. Reassigns personnel and calls substitutes as needed to maintain coverage.
5. Provide instructional leadership in the food service department; implement district procedures; coordinate decision-making process with site-based management committee and district administrative staff when applicable; direct the food service staff and students in the lunchroom, hallways, and on school grounds; hold students accountable for conduct; assess staff and student emergency health and safety needs and ensure appropriate action.
6. Assess student preferences, industry trends, and current research to plan menus that encourage consumption and attract students to food service products; develop short and long term goals for the nutrition program in line with school and board philosophy; utilize a consumer-driven attitude that focuses on value and satisfaction.
7. Promote and maintain a good public relations program designed to promote understanding and support for the food service program; communicate and confer with parents and outside agencies as necessary.
8. Remain accessible during school hours to take action on any situation which may arise.
9. Represent the district at food service ESD Coop meetings; attend food testing meetings; attend SPI and other appropriate workshops to benefit the food service program

**FINANCIAL FUNCTIONS**

10. Plan and develop program budget requirements and administer expenditures as allocated; calculate and monitor food and labor costs and menu prices, make recommendations for changes and/or price adjustments to maintain a fiscally responsible program; maintain all food service records, including cost accounting and budgetary control; submit reports and documents as required; prepare all federal and state claims for funding reimbursement; provide monthly reports and verifies bank deposits to administrators.

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11. Assume responsibility for food service personnel and functions in selecting employees; training, motivating, encouraging, coaching, and input on employee job performance; establishing work performance standards that identify the relationships of positions and recognize education, responsibility, and certification and provide for performance improvement; planning work schedules, including substitute workers; and conducting staff meetings.

**REPORTING RELATIONSHIPS**

Reports to Director of Business & Operations; provides leadership and direction to food service staff

**MENTAL DEMANDS**

Perform under strict meal and governmental deadlines; time multiple tasks for completion in proper sequence; anticipate quantities and order for cost-efficiency and proper storage; reading, writing, and arithmetic skills at intermediate level to follow written instructions, compile records, measure ingredients, and collect money or tickets for meals; precision in preparing meals to ensure proper quantity of ingredients within acceptable standard; constant noise during planning and problem-solving; combination of office and school kitchen environments.

**PHYSICAL DEMANDS**

Exposure to extremes of heat and cold from ovens, burners, and steam trays to walk-in freezers and refrigerators; exposure to fumes, radiation (microwave), and cleaning agents; exposure to cutting and slicing equipment and machines with moving parts; long periods of standing (during meal preparation and serving) and sitting (while preparing paperwork and reports); carrying and lifting pots, pans, supplies, food, etc. up to 50 pounds, assistance may be requested; repetitive large and fine motor skills for stretching, bending, reaching, grasping, walking, sitting, writing, speaking, and hearing; moderate strength and agility necessary; may climb a 2-5 foot high ladder; walking on uneven ground to dump garbage; exposure to diseases carried by students; exposure to student and equipment noise levels; may be required to lift, restrain, or control students; may be exposed to danger from out-of-control students.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

High School diploma or equivalent; minimum of two years experience in a school lunch program; formal training in principles of good nutrition, bulk food preparation, menu planning, and purchasing of food products and equipment; preference for person with previous experience in supervisory position; OR minimum of five years on-the-job training may substitute for formal training in good nutrition, bulk food preparation, menu planning, and purchasing of food products and equipment; supervisory level of certification with the Washington School Food Service Association or willingness to obtain the certification; Washington State Food Handler's Permit; valid Washington State driver's license.

**CONDITIONS**

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.