RIVER VALLEY SCHOOL DISTRICT

JOB TITLE: Food Service

QUALIFICATIONS: High school diploma, ability to manage a school lunch kitchen

involving many operations, past experience in food service for groups, experience in operation of food service equipment and machinery, ability to relate well to others in a cooperative effort, training in food service courses, nutrition, health and safety preferred, ability to receive and give directions to members of the

school lunch staff, must be able to communicate with

administration employees, students and public, knowledge of and

familiarity with the National Food Service Program.

IMMEDIATE SUPERVISOR: Food Service Supervisor

PERFORMANCE RESPONSIBILITIES

- Prepare grocery list for food and supplies from central food storage.

- Plan work and cooperate with Food Service Supervisor and Business Manager in planning and organizing of Food Service Program.
- Use standardized recipes in preparing foods in accordance with quality, sanitation and safety standards.
- Keep accurate production records of foods prepared.
- Promptly open and close kitchen and immediately report break-ins or accidents.
- Improve knowledge of materials and foods used in preparing foods on a large scale.
- Operation of dishwasher as required.
- Set up steam table and serving line, put away food, supplies and clean up pots, pans, silverware, etc.
- Maintain equipment and work area in sanitary and safe condition.
- Prepare and serve given menus, baking items that appear on menus unless otherwise specified, prepare main dish and vegetable, and anything else that may be on the menu.
- Maintain equipment used, wash trays, silverware, pots, pans and work area.
- Compute and maintain required records, such as evaluation sheets, plate count and any other required records.
- Shall prepare and make ready to deliver like meals for satellite schools as needed.
- Open and close the kitchen and promptly report any break-ins or accidents.
- Willingness to upgrade knowledge in school food service, including techniques and practices, types of equipment and supplies, and efficient methods and economical operations.
- Operate automated lunch purchasing system at serving time.
- Improve knowledge of materials and foods used in preparing foods on a large scale.
- Check prepared foods and milk upon arrival prior to serving for quantity, quality and portion control.
- Maintain accurate records for lunch room operation and sending information to Food Service Supervisor daily or as needed

-	Maintain orderliness in kitchen, including proper storage of foods and cleaning supp	lies.
-	Other duties as assigned by Food Service Supervisor.	
-	Wash linens as needed and clean kitchen daily.	
-	Help maintain a safe learning environment.	
En	nployee Signature Date	