

EMPLOYEE JOB DESCRIPTION

JOB TITLE: April 2019	Food Service Support Staff
DEPARTMENT:	Finance Department
CLASSIFICATION: Exempt /Nonexempt	Non-exempt
REPORTS TO:	Food Service Manager
SUPERVISORY RESPONSIBILITY:	No
POSITION TYPE AND EXPECTED HOURS OF WORK full time or part time typical work hours and shifts days of week overtime expectations	Fulltime Monday - Friday
REVIEWED/REVISED DATE:	April 2019

REQUIRED EDUCATION:
High school degree or G.E.D.

REQUIRED LICENSE:
Non-required

REQUIRED CERTIFICATIONS:
N/A

REQUIRED WORK EXPERIENCE (YEARS):
Experience and knowledge of food preparation and safety

REQUIRED QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Ability to orally communicate effectively with others, with or without the use of an interpreter. 2. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services. 3. Ability to work cooperatively with colleagues and supervisory staff. 4. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc. 5. Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports. 6. Demonstrates leadership abilities. 7. Maintain open communication, confidentiality and professionalism at all times. 8. Follow and enforce Center's policies and procedures at all time as listed in employee and parent handbooks. 9. Ability to effectively assess reports and research materials, and make decisions in the interest of the school and its students. 10. Ability to listen, respond appropriately, and make decisions in the interest of the Center and its clients.

JOB SUMMARY/PURPOSE (1325 Character Max):

To work with Food Service Team to prepare daily menus and assist with delivery/pick up of meals and snacks to the classrooms. Maintain a safe and healthy work environment in compliance with Federal, State and local guidelines.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employees available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1): General

1. Special project – clean stove, oven, refrigerator, garbage area
2. Check all areas for close down
3. Close kitchen and storage
4. Deliver all daily meals to classrooms

ESSENTIAL JOB FUNCTION (2): Food Preparation

1. Prep for breakfast service
2. Review and begin lunch service
3. Review lunch menu
4. Prepare lunch trays with service items (spoons, forks, plates, etc.)
5. Make up prep items (fruit, bread, butter, etc.)

ESSENTIAL JOB FUNCTION (3): Cleaning

1. Prepare dishwasher and sink area
2. Clean as you go, final cleanup of breakfast preparation
3. Responsible for cleaning all breakfast, lunch and snack dishes
4. Daily cleaning – steam tables, stove, oven and mop floors, etc.
5. Assist in putting away food & supplies that are delivered once a week.
6. Deliver weekly supplies to classrooms
7. Daily cleaning of staff kitchen
8. Garbage removal of the classrooms.

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a work station without moving about.	C		N/A	N/A
Sitting	Remaining in a seated position.	O		N/A	N/A
Walking	To move about on foot or traverse work area.	C		N/A	N/A

Pushing/Pulling	May include office drawers, carts.	C			25 pounds
Lifting	Raising or lowering an object from one level to another.	C			25 pounds
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	C			

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	O
Kneeling	To bear weight on one or both knees.	O
Crawling	To move freely on hands and knees.	O
Bending/Stooping	To bend the head and shoulder, or the body, forward and downward from an erect position. May also include side or backward bending of the spine.	F
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	O
Climb Ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand.	F
Hand: Grasping	To seize and hold one or more objects in one's hands. To work with the hands in placing/turning motions.	F
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	O
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	C
Speaking/Talking	Ability to express or communicate by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C



WORK ENVIRONMENT AND TRAVEL - work environment; temperature, noise level, inside or outside, or other factors that will affect the person’s working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	C
Latex	C
Extreme noise (interferes with normal conversation)	O
Wet or humid conditions (non-weather)	O
Extreme heat (non-weather)	O
Extreme cold (non-weather)	O
Hazardous waste	O
Fumes or airborne particles	O
Toxic or caustic chemicals	O
Risk of radiation	O
Risk of electrical shock	O
Work near moving mechanical parts	O
Vibration	O
Work in high, precarious places	O
Grease or oil	C
Outdoor weather conditions	O

EEO

STATEMENT

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



This job description has been approved by all levels of management:

Manager/Director _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____