

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Food Service General Worker/Driver

### QUALIFICATIONS

1. High School diploma or GED.
2. Successful experience as an employee in school food service or other quantity food production facility preferred.
3. Ability to work calmly and complete jobs in a timely manner, even under sometimes stressful conditions.
4. Basic computer skills and the ability to count money.  
Good personal hygiene.
5. Ability to work with others in a pleasant manner.
6. Have a valid driver's license.

REPORTS TO Food Service Director or Kitchen Supervisor

JOB GOALS Successfully assist with providing healthy, safe meals to enhance student learning.

### PERFORMANCE RESPONSIBILITIES

1. Assist with food preparation and or meal service.
2. Assist in pot and pan washing, and/or dish machine operation.
3. Assist with getting food supplies and keeping an orderly and clean storeroom.
4. Assist with quantity and quality control.
5. Follow HACCP and willing to be Certified.
6. Ability to display food in an attractive manner.
7. Be well organized and professional in fulfilling the responsibilities of the job.
8. Dress appropriately for the position and the work required.
9. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
10. Maintain confidentiality in the school operation.
11. Adhere to applicable state and federal laws, rules, and regulations, board policies and administrative rules.
12. Arrive and depart from the building as scheduled.
13. Greet all visitors courteously, and direct or escort them to the proper area.
14. Treat all students and staff with courtesy.
15. Cooperate and work in a courteous manner with co-workers.
16. Must follow all traffic laws.
17. No other riders should be in the van unless approved by director or kitchen supervisor. Rider must be a school employee.
18. Transport mail between school buildings.
19. Transports food between school buildings in a timely matter.
20. Perform any other food service duties assigned by the kitchen supervisor or food service director.

## PHYSICAL DEMANDS

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				x
B.	Walking			x	
C.	Sitting		x		
D.	Bending/Stooping			x	
E.	Reaching/Pushing/Pulling			x	
F.	Climbing/Stairs		x		
G.	Driving		x		
H.	Lifting (up to 50 lbs.)		x		
I.	Carrying (up to 25 feet)		x		
J.	Manual Dexterity Tasks				
	Telephone		x		
	Computer/Calculator		x		
	Kitchen utensils and appliances				x
K.	Working Conditions				
	Inside				x
	Outside		x		
	Extremes of Temperature/Humidity			x	
	Hazards: Fire, pressurized steam, hot cooking surfaces and equipment, moving machinery, natural gas, water pressure, hot grease, high temperatures from cooking operations, electrical current, escaped steam, sharp objects, slippery floors				

*All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.*

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discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

TERMS OF EMPLOYMENT

Hours and work year to be established by the Superintendent with the approval of the Board of Directors. The Board of Directors establishes rate of pay.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 11, 2016

Revised