

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Nutrition - Floater

### QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

- A. Skills, Knowledge and Abilities
  - 1. Ability to follow directions.
  - 2. Ability to complete tasks in a timely manner.
  - 3. Ability to work with minimal direction from others.
  - 4. Ability to use computer to access electronic documents and complete required forms.
  - 5. Current valid Driver's License with a clean driving record.
- B. Education
  - 1. High School diploma or equivalent.
  - 2. Successful completion of ServSafe or similar training within one (1) year of hire.
- C. Experience
  - Minimum of one (1) year experience in quantity food service preferred.

REPORTS TO Food Service Director

JOB GOALS The Floater performs a variety of job functions essential to the successful operation of the cafeteria. The job functions include food production; sanitation, safety, and security; customer service; cashiering; program regulations and accountability; equipment use and care; and professional excellence. The Floater works under the direction of the Food Service Director for daily assignments. This position will have a set number of hours but will have the flexibility to fill in for any member that is absent with little notice. These hours could be from 6:00 AM until 3:00 PM.

### PERFORMANCE RESPONSIBILITIES

- A. Standard Operating Procedures (SOPs), Program Regulations and Accountability
  - 1. Follows District's Standard Operating Procedures (SOPs) and reports discrepancy to Food Service Director immediately.
  - 2. Follows Iowa Food Code and reports discrepancy to Food Service Director immediately.
  - 3. Follows Federal Regulations.
  - 4. If there is a difference between SOP, Food Code, or Federal Regulation, must follow the more restrictive policy.
- B. Food Production
  - 1. Provides quality food production and service including timely and appropriate documentation.
  - 2. Prepares food following recipes.
  - 3. Cools food following Food Code and SOP's.
  - 4. Stores and rotates food following Food Code and SOP's.
- C. Sanitation, Safety, and Security
  - 1. Maintains a safe facility, including, but not limited to reporting of unsafe activities, unsafe equipment or workspace.
  - 2. Records required information, including but not limited to, cooking and holding temperatures.

3. Cleans kitchen, servery and dining area, including but not limited to, trash removal, cleaning floors, cleaning and sanitizing work, servery and dining areas.
  4. Cleans dishes, pots and pans, service carts, hoods and other items as assigned.
- D. Customer Service
1. Treats each customer, including other Nutrition Services employees, building staff, students and parents, with respect.
  2. Serves food, replenishes self service areas and responds to requests from customers.
  3. Follows guidance for accommodating food allergies.
  4. Follows Civil Rights training.
  5. Travels between school buildings as needed.
- E. Cashiering
1. Ensures that all items are appropriately recorded in the POS system.
  2. Ensures that accurate prices are charged.
  3. Maintains confidentiality regarding student account information.
- F. Equipment Use and Care
1. Uses and cares for all equipment according to SOP's and manufacturer's instructions.
- G. Professional Excellence
1. Performs all duties and responsibilities in an ethical and professional manner.
  2. Communicates effectively with Kitchen Manager and other employees.
  3. Provides leadership as a team member of the school community.
  4. Performs other duties as assigned.
  5. As required by Healthy Hunger Free Kids Act, at least 6 hours of annual continuing education/training.
  6. Proof of current ServSafe, or comparable, certification.
  7. Complete all trainings as required.

#### PHYSICAL REQUIREMENTS

1. Must be able to lift materials weighing up to 45 pounds.
2. Must have physical agility to reach, stretch, bend and lift as needed.
3. Must be able to cope with stressful situations and unexpected change.
4. Must be able to work under extreme temperature changes.
5. Must have good health to minimize absenteeism.
6. Must meet health requirements per state regulations for food handlers.

#### WORKING CONDITIONS

1. Frequent peak rush periods and timelines must be met.
2. Assigned to a production kitchen.
3. Demands of workload may be stressful.

#### TERMS OF EMPLOYMENT

1. 9 – 10 month position.
2. Must be able to independently travel between school buildings.
3. Per Board Policies and ADMEA Bargaining Agreement.
4. Performance evaluated per Support Staff Performance Evaluation Handbook.

#### EVALUATION

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

Approved by Board of Directors on May 10, 2021

Revised