**East Knox Local School District**

**Job Description**

**Title:** Food Service Employee

**QUALIFICATIONS**

1. Leadership and organizational abilities.
2. Demonstrate aptitude for successful performance of the duties listed.

**REPORTS TO**

Food Service Manager(s)

**EVALUATION**

Annually by Food Service Manager/Building Principal

# Job Goals:

* To serve the students and staff attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

# Duties:

* Assists in preparation and serving of lunches.
* Assists in meeting federal and state standards and guidelines regarding school food service and the school.
* Assists the overall food service safety and sanitation program in the assigned school.
* Preforms duties in a safe, proper and efficient way of all kitchen equipment.
* Checks food shipments into the school as needed.
* Follows instructions concerning the size of serving to meet the necessary age requirement.
* Advises and offers ordering needs.
* Reports immediately any problems or emergencies occurring in the kitchen or the lunch room premises.
* Confers with the food service manager any personnel problems.
* Performs duties that arise as assigned by the food service manager and over time per the Superintendent.
* Other duties as assigned.