Valparaiso Community School Corporation

POSITION AVAILABLE

Valparaiso Community Schools
Valparaiso IN 46385

POSITION TITLE: **Food Service Technicians**
FS Tech, Flint Lake, 4.75 hours
FS Tech, Flint Lake, 4 hours
FS Tech, Heavilin Elementary, 5.25 hours (begin 2017-18)
FS Tech, Heavilin Elementary, 4 hours (begin 2017-18)

DEPARTMENT: **School Nutrition Services, Valparaiso Community Schools**

REPORTS TO: **Food Service Manager, Production or Satellite Lead**

SUMMARY: Assists in any area of food preparation and service in the school kitchen and cafeteria. Maintains kitchen and dining area in a safe and sanitary condition, practices excellent customer service and is responsible for understanding federal and state procedures for claiming meals, including operation of the point of sale system. Will cashier, serve or operate dish room.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*.

- Reports to work on time and is not absent frequently
- Follows all established rules and policies
- Prepares food according to food safety plan
- Serves or cashiers as directed
- Sets up and displays serving line in an attractive, clean and efficient manner
- During meal service, may be assigned as server, cashier or dishroom operator.
- Maintains health, safety and sanitation standards for staff, students and equipment at all times.
- Responsible for understanding the basic principles by which the School Breakfast and Lunch Programs are operated and keeps up to date on current issues.
- Responsible to ensure that meals are ready to serve at the time(s) established by the building administrator.
- Responsible for maintaining a professional and courteous attitude with fellow employees, building staff and students.
- Practices exceptional customer service, including participating in marketing and nutrition education promotions
- Accurately completes HACCP logs.
- Accurately assists in the completion of daily production records.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE
High School Diploma or GED
Ability to become *ServSafe*® certified

LANGUAGE SKILLS

- Ability to read and comprehend simple instructions, short printed correspondence and email correspondence
- Ability to write simple correspondence and email
- Ability to effectively present information in one-on-one and small group situations to customers and employees
- Ability to effectively communicate in spoken English

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide numbers accurately and to perform these operations using units of money, weight and volume.

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions
- Ability to problem solve effectively

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools or utensils. The employee must be able to move/lift up to 50 pounds such as milk crates, cases of frozen or canned food, portable equipment, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Submit a classified application to Kathleen Kane, Director of School Nutrition Services. Indicate position(s) you are applying for on the front page of application.

Valparaiso Community Schools is an equal opportunity employer.