

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**FOOD SERVICE STAFF**

**QUALIFICATIONS:**

1. High School diploma or equivalent

**DESIRED QUALIFICATIONS:**

1. Strong characteristics of cooperation, flexibility, initiative, and industriousness
2. Ability to interact well with students, staff, and community
3. Knowledge of food service operations
4. Training in sanitation and food handling safety
5. Such alternatives to the above qualifications as may be appropriate and acceptable

**REPORTS TO:** Food Service Manager and/or Food Service Director

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in maintaining a high standard of nutrition for all students.
2. Work as a team member with staff at assigned school.
3. Operate necessary equipment in the safest and most efficient way to maximum capacity.
4. Be responsible for the correct use of and care of all equipment.
5. Assist in the preparation and cooking of all foods.
6. Follow established sanitation and HACCP (Hazardous Analytic Critical Control Point) procedures.
7. Assist with student money and meal accountability.
8. Maintain all federal and state production records and related paperwork as assigned by the Food Services Director.
9. Perform such other duties and responsibilities as may be assigned by the Food Service Manager and/or Food Service Director.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to do basic math and writing.
6. Ability to lift, carry and store foods and food related products up to 50 pounds.
7. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** Ten months per year. Salary and work year to be established by the Board of Directors.

**EVALUATION:** Performance of this job will be evaluated in accordance with this document by the Food Service Director with input from Foods Service Manager.

**History:** Approved: 06/11/08, 11/14/12

Approved: May 19, 2021