

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: FOOD SERVICE II

DEFINITION: Under the direction of the School Nutrition Director or supervisor, assists in the preparation and serving of food the collection of money, and the subsequent cleaning of food service equipment.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Prepare, set up and serve food and beverage.
- Set up food counters for breakfast, lunch, and/or snack food sales.
- Collect, tally and report cash received.
- Clean work and serving areas, utensils and equipment used.
- Assist in storage and refrigeration of food.
- Assist in supervising student help.
- Monitor and record food and supply inventory.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Proper methods of storing, preparing, cooking and serving foods in large quantities.
- Proper safety and sanitation principles as applicable.
- Basic math and cash handling procedures.
- Proper care and operation of kitchen utensils and equipment.
- Food and supply inventory and recording procedures.

Ability to:

- Follow oral and written directions.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Operate all kitchen equipment.
- Follow menu instructions.
- Act as Cashier and prepare basic daily records

EDUCATION AND EXPERIENCE:

- Any combination of education and experience that would provide the required knowledge and abilities listed herein.
- Two years of experience in preparing and serving foods in large quantities.
- Completion of twelfth grade.
- Some food service experience is desirable.

POSITION TITLE: FOOD SERVICE II, *Continued*

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Indoor environment subject to bending, crouching, pushing, pulling, and lifting equipment and supplies, reaching in all directions, long periods of standing and working with solvents and detergents.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification is desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.