



Food Services Worker

Assignment:	10-month IMRF
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	10-Month Year
Wages:	To be determined by the Board of Education
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	District Food Services Supervisor and/or Cook/Coordinator

Qualifications:

- Some kitchen experience and ability to work with students and staff.
- Demonstrate ability and willingness to learn all the jobs in the kitchen and serving areas.

Essential Job Functions:

- Ability to work well with others, and to assist students and staff cooperatively and courteously.
- Ability to lift in excess of 25 pounds.
- Ability to speak in a clear and understandable manner.
- Ability to stand for the entire workday.
- Ability to work special functions.
- Ability to be aware of the security of the students, staff, and school property.
- Ability to meet daily attendance requirements.

Performance Responsibilities

- Perform all duties as outlined on duty assignment sheet.
- Maintain clean uniform and personal hygiene on a daily basis.
- Maintain the highest standards of sanitation on all assigned jobs.

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- Help in preparing and/or serving food for all school related special functions such as banquets and dinners.
- Perform additional duties as assigned by Cook/Coordinator or Supervisor.

Physical Demands and Work Environment:

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 regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

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

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 11/06/98

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