

JOB DESCRIPTION: FOOD SERVICE WORKER

1) JOB TITLE: FOOD SERVICE WORKER (SUBSTITUTE)

Other job titles that a Substitute Food Service Worker may be known by include (but are not limited to): Culinary Worker, Cafeteria Worker, and School Nutrition Worker, etc.

2) QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Ability to read, write and communicate in the English language fluently and effectively.
- c) Has effective organizational, communication and interpersonal communication skills.
- d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
- e) Must comply with school Safety Manual Rules and Regulations and OSHA requirements.
- f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
- g) Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).

3) REPORTING STRUCTURE

- a) The Substitute Food Service employee will report to the School Principal or Assigned School District Food Service Manager.
- b) The Substitute Food Service Worker will receive day-to-day and all job-specific instruction from the School District.

4) JOB GOAL

- a) In the absence of the School District full-time Food Service Worker, the Substitute Food Service Worker provides food service assistance and direct services to students.
- b) The Substitute Food Service Worker shall work under the direction of the School District’s full-time Food Services Manager or other designee, who has ultimate responsibility for designing and implementing food preparation and services.

5) SCOPE OF RESPONSIBILITY

The Substitute Food Service Workers work at all times under direction and supervision of School District full-time, professional employees.

- a) Follow sign in/sign out procedures as prescribed by the School District personnel
- b) Assist in providing food service preparation and services to students, and other related kitchen duties, under the direction and guidance of School District personnel.
- c) Dresses in a safe and appropriate manner as described in the KE Standards of Professional Conduct
- d) Follow all food safety and storage rules.
- e) Follow all established sanitation procedures.
- f) Operate all mechanical kitchen equipment correctly and safely.
- g) Assist in money and meal accountability.
- h) Cooperate with the School Food Service Manager to provide a positive and inviting dining experience for students and faculty.
- i) Report all personal injury or school property and/or theft to Kelly supervisor and School District personnel immediately.
- j) Allows all students to see the on-site nurse or visit the school clinic, if and when they request to do so. The Substitute Food Service Worker should never make judgment calls as to the authenticity of a student’s request in this regard, unless otherwise directed by School District personnel.
- k) Allows all students to use the restroom, if and when they request to do so. The Substitute Food Service Worker should never make judgment calls as to the authenticity of a student’s request in this regard, unless otherwise directed by School District personnel.

- l) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- m) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

6) UNACCEPTABLE DUTIES/RESPONSIBILITIES

The Substitute Food Service Worker shall not:

- a) Have sole supervisory responsibility or any supervisory responsibility for students.
- b) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.
- c) For the physical safety of the students and the Substitute Food Service Worker and to avoid KE being held liable for injuries, the Substitute Food Service Worker shall not perform duties that will require or permit the following:
 - (1) Administer medication.
 - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
 - (3) Have physical contact with a student.
 - (4) Have sole supervision of the cafeteria and/or food service area.
 - (5) Be alone with a student in a private setting.¹
 - (6) One-on-one contact with special needs students including physical restraint or meal assistance.
 - (7) Lifting more than 25 pounds.

School District will use Substitute Food Service Worker only in assignments consistent with the job descriptions for which KE places them, will not give duties to a Substitute Food Service Worker that the Substitute Food Service Worker must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the Substitute Food Service Workers' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

¹ This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.