

POMERENE SCHOOL DISTRICT  
SUBSTITUTE FOOD SERVICES WORKER

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions

Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity, and quality of orders and/or complying with mandated health requirements

Prepares documentation for the purpose of providing written support and/or conveying information

Prepares food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements

Responds to inquiries from students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals

Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel

Stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items

Assists in the procurement of equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

**EDUCATION, EXPERIENCE and/or CERTIFICATION**

High school diploma or general education degree (GED)

Prior job-related experience in food preparation, serving and basic kitchen activities

**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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.