

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

JOB TITLE:	Food Service Specialist	WAGE/HOUR STATUS:	Non Exempt
REPORTS TO:	Manager	PAY GRADE:	210
DEPT./SCHOOL:	Assigned Campuses/ Food & Nutritional Services (FANS)	DATE REVISED:	8/1/05

PRIMARY PURPOSE:

Responsible for preparing appropriate quantities of food to meet menu requirements and maintaining high standards of quality in food production, sanitation, and practices

QUALIFICATIONS:

Education/Certification:

Must be able to read, write, and understand verbal instructions in English
City of Plano food safety course for food handler’s within 30 days of employment
Must attend state sanitation certification class

Special Knowledge/Skills:

Working knowledge of the kitchen equipment, food production and sanitation principles
Deal with all people in a courteous manner
Willingness to execute written employment contract with Plano ISD

Experience:

One or two years of food service experience

MAJOR RESPONSIBILITIES AND DUTIES:

- Prepare quality food according to planned menu using standardized recipes
- Proper storage of food items, and maintains a clean organized area
- Demonstrate knowledge of and proper use of equipment
- Maintain sanitary working conditions to eliminate contamination
- Clean work area and equipment using approved oven cleaners, detergents and other chemical products

Adhere to scheduled meal times. Serve meals using designated portioning tools, according to department policies and procedures

Follow safety requirements per policy and procedures

Store bulk foods or products on shelves up to five feet, using a step stool as needed

Maintain the recycling, trash and garbage collection in a neat and sanitary fashion

Push / pull portable serving carts

Wash dishes, etc using industrial dishwasher. Wash pots and pans in deep sinks

Assist in ordering necessary food supplies

Document food production for federally required records

Maintain standards of personal appearance and hygiene according to district / department policies and procedures

Promote teamwork and interaction with fellow staff members

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

EQUIPMENT USED:

Uses large and small institutional equipment to include, but not limited to, power slicer, mixer, pressure steamer, deep-fat fryer, and sharp cutting tools, ovens, dishwasher, food utility carts and cash registers.

WORKING CONDITIONS:

Physical Demands:

Standing, walking, pushing and pulling, frequent lifting and carrying 30-50 pounds; some stooping, bending and kneeling.

Mental Demands:

Mentally alert, able to learn and apply new methods in all areas
Is an initiator, makes suggestions for improvements

Is not stuck in a rut, is flexible and willing to make changes

Environment:

Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent; fumes, smoke, or gases; solvents (degreasing agents); grease and oils; works around machinery with moving parts; works around moving objects; works with hands in water.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

Reviewed by

Date

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.