

## **SCHOOL DISTRICT OF LEVY COUNTY**

### **JOB DESCRIPTION**

#### **SUBSTITUTE WORKER, FOOD AND NUTRITION SERVICES**

##### **MINIMUM QUALIFICATIONS:**

- 1) High School Diploma or equivalent preferred.
- 2) One year of verified job-related experience may be used in lieu of the education
- 3) Experience in food preparation preferred
- 4) Current ServSafe Certification preferred. Willingness to obtain required

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform routine manual duties involving preparation, cleanup, and serving food.

Ability to effectively communicate orally and in writing.

Ability to follow oral instructions and written directions.

Ability to work efficiently and effectively at a fast-paced kitchen environment.

Ability to stand for long periods of time.

Ability to establish and maintain positive working relationships with a diversity of groups and individuals.

Basic math skills necessary for, but not limited to, preparing recipes, conducting inventory of food and non-food items and counting money and making change.

Ability to learn to utilize computer programs currently available in food service operation.

Ability to learn to operate food service equipment

##### **REPORTS TO:**

Food and Nutrition Services Manager and/or Food and Nutrition Services Assistant Manager

##### **JOB GOAL**

To fill in for an absent employee and prepare nutritious and appetizing meals in a clean and safe environment, serve with a positive and friendly attitude, and produce using cost-effective measures that will support the goals of the District.

##### **SUPERVISES:**

N/A

##### **PERFORMANCE RESPONSIBILITIES:**

- (1) Perform on a rotating schedule assigned work in the school food service facility. This work includes, but is not limited to:
  - accurate cashiering activities
  - food preparation, completion of production records, and meal service
  - cleaning of kitchen, serving, and storage areas
  - record keeping of tasks forms and temperature charts
  - storage and care of food and supplies
- (2) Attend meetings, trainings, or conferences to promote professional growth and obtain the annual Continuing Education hours required by the USDA Professional Standards guidelines.
- (3) Clean and sanitize the food service facility and equipment.
- (4) Operate and maintain food service equipment in a safe and skillful manner.
- (5) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work

ethic.

- (6) Perform other incidental tasks consistent with the goals and objectives of this position.
- (7) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

At will position. Food and Nutrition Services Manager will call employee as needed.

**EVALUATION:**

N/A

**Hourly rate listed on the Substitute and Other Salary Schedule  
DOE Job Code 79034**

**Revised Board Approval 06/25/2019**