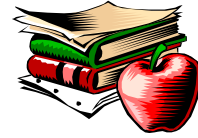




**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**FOOD SERVICE UTILITY WORKER**  
**NEW 7/1/16**

**DEFINITION**

Under the immediate supervision of the Campus Food Service Manager, prepares a wide variety of foods, does general kitchen and cafeteria work, and performs other related duties as required.

**ESSENTIAL FUNCTIONS**

1. Assist in the preparation of a variety of foods including soups, entrees, meats, vegetables, salads and desserts. **E**
2. Assist in set up, serving, and clean-up of food on counters, steam tables, and on other equipment. **E**
3. Scrub and cleans tables, counters, steam tables, and wash dishes. **E**
4. Dispose of waste. **E**
5. Cut meat and other foods. **E**
6. Prepare beverages. **E**
7. Sort and put away utensils and dishes. **E**
8. Act as a cashier during meals. **E**
9. Operate a variety of kitchen equipment, appliances and utensils in a safe manner. **E**
10. Assist with inventory and verify expiration date on foods. **E**
11. Help in preparing special set-ups. **E**
12. Accept and put away deliveries. **E**
13. Transport food and currency to various sites in the district vehicle. **E**
14. Sweep and mop food service floors. **E**
15. Keep kitchen and serving area, kitchen restroom, kitchen windows and facility clean and stocked with essentials. **E**
16. Attend staff and professional development meetings as assigned. **E**
17. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education**

High School Diploma or equivalent required  
Food Safety certification preferred

**Experience**

Experience in restaurant and/or food service and cashiering preferred

**Licenses and Other Requirements**

DOJ and FBI fingerprint clearance  
Negative TB test within the last four years  
Valid California drivers' license  
Driver License Information Record (H6 – ten years) will be required prior to employment

**KNOWLEDGE AND ABILITIES**

**Knowledge of**

- Basic methods of quality food service preparation.
- Food preparation such as sandwiches, salads, and other food for cooking and consumption.
- Sanitation and safety practices related to cooking and serving food.

- Methods of cleaning and caring for kitchen equipment.
- Proper handling and cashing of money.
- Proper handling of food products.
- Basic math skills.
- Basic record keeping techniques.
- Health regulations and safe working methods and procedures.
- Interpersonal skills using patience, tact, and courtesy.
- Oral and written communication skills.
- Proper lifting techniques.
- District policies, rules and regulations.

### **Ability to**

1. Cashier with speed and accuracy.
2. Understand and carry out oral and written instructions.
3. Work around teenagers.
4. Handle situations with tact, patience, and courtesy.
5. Perform duties in support of food service activities.
6. Push a food cart to and from a designated serving area.
7. Serve students and staff according to established procedures.
8. Maintain food service equipment in clean and sanitary condition.
9. Operate basic kitchen equipment, appliances, and utensils in a safe and efficient manner.
10. Establish and maintain cooperative and effective working relationships with others.
11. Add, subtract, multiply, and divide quickly and accurately.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Outside and inside food services facilities subject to changing temperatures exceeding 90 degrees at times.
- May be exposed to loud noises.
- Work in direct contact with the supervisor, co-workers, students, and other staff.
- May have changing priorities and interruptions.
- May work with moving equipment such as carts.

### **Physical Demands**

- Verbal, auditory, and written capabilities to effectively communicate with students, food service co-workers, supervisor, and other staff.
- Standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate equipment.
- Pulling and pushing food carts on a daily basis.
- Lifting objects weighing up to 50 pounds.
- Clarity of vision at varying distances.

## **SALARY**

Pay Range 1

## **WORK DAYS**

182 days