



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Food Service Department Head

**F.L.S.A.** Non-Exempt

### QUALIFICATIONS:

- Basic Computer Skills
- Current TB test
- Food Handlers Certification
- Ability to read & communicate in English
- Ability to accurately count, weigh & measure
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

### ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

**REPORTS TO:** Food Service Manager and Director of Food Service

**TERMS OF EMPLOYMENT:** Benefits and work calendar as provided by the Classified Agreement.

### ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Organizes preparation of food for assigned department in necessary quantities and meet the necessary time schedule.
3. Utilizes standardized recipes and demonstrate the ability to weigh, measure and count accurately.
4. Maintain legible and accurate recipes that can be interpreted by employees.
5. Report all food and supply needs to manager.
6. Prepare food that is well-seasoned, attractive, merchandised well and served at proper temperature.
7. Performs safe operation of equipment used in preparation and cleanup.
8. Assists with monthly inventories management functions for department.

9. Assists with and/or oversees all food preparation, portioning, holding, service and storage of left-overs.
10. Enforces all HACCP protocol.
11. Assist with department staff training.

**OTHER JOB FUNCTIONS:**

1. Reports to work at scheduled time with proper uniform & appropriately groomed.
2. Adheres to all school district rules & building rules & regulations.
3. Utilizes proper hand washing techniques.
4. Performs all tasks in accordance with HACCP guidelines.
5. Participates in meetings, training sessions & seminars as scheduled.
6. Completes other tasks as assigned.