



## **FOOD SERVICES STAFF**

**QUALIFICATIONS:** Prepare and serve breakfast, lunch, and other food to children and adults in a courteous customer service-oriented manner. Organize and set up equipment and workstations. Perform duties following health, food service, government and other regulations. Demonstrate proper equipment operation skills. Must be able to stand for up to four hours and lift up to 50 lbs.

Demonstrate competence in all phases of food services, including but not limited to:

1. Receipt and storage of food items.
2. Preparation of trays for students.
3. Maintenance of serving lines efficiency and cleanliness.
4. Responsible for cleanliness of overall lunchroom area.
5. Daily cleanup responsibilities following completion of all lunch periods.
6. Any other responsibilities assigned by lunchroom supervisor and/or Lunch Program Coordinator.
7. Practice personal hygiene and proper sanitation procedures.
8. Turn on, test and monitor equipment at the beginning of the day.
9. Food preparation according to written and oral instructions.
10. Serve breakfast and lunch.
11. Handle cashiering responsibilities including food sale. Replenish food and maintain clean serving areas.
12. Monitor food and equipment temperatures at all times.
13. Exhibit courtesy and understanding to staff and customers.
14. Perform dishwashing duties of cooking, serving and eating utensils tools.
15. Set up and break down of serving areas.
16. Receive, stock and rotate incoming and outgoing inventory.
17. Participate in formal and informal training.
18. Demonstrate knowledge of sanitation practices.
19. Exhibit the professional behavior of a reliable employee.
20. Perform preparation duties for the next day.
21. Maintain a neat, clean, and safe work environment.
22. Participate in marketing promotions and special events for students.
23. Perform related work as required.

**REPORTS TO:** Food Services Coordinator & Food Services Director

**All employees of the Arts Academy Charter School are required to have current Criminal Record/Background Check, Child Abuse History Clearance, and FBI Fingerprint Background Check documents as required by the PA State Department of Education in addition to current TB test results as part of required physical examination.**

**WMF: 09/20/23**