



Food Staff

Rock Valley Community Schools

Reports to Food Service Director

FLSA Status ___ Exempt X Non-Exempt

Status X Full Time X Part Time
 X Hourly ___ Salary

JOB SUMMARY

Prepare and serve attractive and nutritious meals in a pleasant atmosphere of efficiency and cleanliness. To perform duties in a helpful manner promoting positive public relations with students, the general public, and other employees.

- Food Staff, Full Time or Job share, Hours: 7:00/8:00 a.m. to 1:30/2:00 p.m.
- Serving Position, Hours: 10:00 a.m. to 1:00 p.m.

APPLICATION PROCESS

Applications are available online at www.rvcasd.net or at the Superintendent's office, 1712 20th Avenue, Rock Valley, IA 51247. Applications will be reviewed/interviewed as received.

QUESTIONS

Questions regarding this position may be directed to Mrs. Dawn Bakker, Food Service Director, dbakker@rvcasd.org or 712-476-2701.

ESSENTIAL JOB FUNCTIONS

- Maintain strict confidentiality while performing position duties in an ethical manner.
- Perform position duties following standard operating procedures of the district, local, state, and federal health/food service regulations.
- Maintain safety regulations at all times.
- Maintain work area in a clean and sanitary manner following approved procedures.
- Assist with the preparation of food and ensure correct quantities are prepared for kitchen and satellite kitchens.
- Set up serving line and scrape table.
- Serve food in a pleasant, neat, efficient, and sanitary manner following correct portion sizes.
- Monitor food temperatures.
- Monitor meal components.
- Prepare food for special diets as required.
- Maintain routine records and prepare routine reports.
- Assists in handling of left-over food appropriately and in accordance with food safety guidelines.
- Assist in maintaining neatness, organization and rotation of stock.
- Maintain daily production records and all applicable required forms for the department.
- Cleans-up kitchen and serving area, includes but not limited to dishes, sweeping and mopping.
- Prepare food, trays, silverware, and equipment for return to food preparation kitchen.
- Work as dish machine operator as needed.
- Participate in general cleaning of kitchen areas, storerooms, and kitchen equipment.
- Knowledge and ability to perform all nutrition positions within the kitchen or work site to which assigned.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED**Requires the following (or equivalent qualifications):**

- Must possess a high school diploma or GED
- One year of experience in home cooking or institutional cooking

Knowledge and Skills

- Ability to follow oral and/or written directions or instructions in English.
- Ability to relate with students, public, and other employees in a positive manner.
- Ability to operate tools and equipment as assigned.
- Knowledge of work safety.
- Ability to keep tools and equipment clean and in working order.
- Knowledge of food service regulation and sanitary codes governing food service operations.
- Knowledge of record keeping and basic mathematical skills.
- Aptitude for high standards of workmanship, cleanliness, and safety for successful completion of tasks.
- Knowledge of and ability to follow standard operating procedures of the district, local, state, and federal health/food service regulations.

PHYSICAL REQUIREMENTS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance			X
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds			X
Lift Over 50 Pounds			X
Operate Motor Vehicle	X		

WORKING CONDITIONS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Adapt to location (hot in kitchen, cold in freezer)			X
Evenings	X		
Weekends	X		

SCHOOL DISTRICT NON-DISCRIMINATION NOTICE

It is the policy of the Rock Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Levi Judge, Counselor, 1712 20th Ave. Rock Valley IA 51247, 712-476-2701, ljudge@rvcsd.org.