



School District of Philadelphia

Title: Food Services Worker III

Department: Food Services

Reports To: Food Services District Supervisor

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

Job Summary

Supervises a crew of food services workers in a self-contained unit, maintaining records and preparing periodic reports. Prepares breakfast and/or lunch meals following prescribed menus and standardized recipes. Orders supplies and food and receives and checks deliveries for accuracy. Takes temperatures of cold and frozen food items and records on HASSP log. Responsible for daily cash receipts, including the sorting and counting of bills and coins and the preparation of bank deposit slips.

Essential Functions

- Supervises a crew of food services workers; determines work assignments, work methods and production goals; reviews work in progress.
- Prepares and cooks the daily breakfast, lunch and after school meals following prescribed menus and standardized recipes.
- Portions and serves food to children and adults.
- Orders food, produce and supplies using automated ordering system; records market quotations and other ordering information as required; receives deliveries and checks the accuracy of delivery slips; maintains records of deliveries and prepares a weekly invoice record of orders received; takes a monthly inventory of food and supplies on hand and maintains a perpetual inventory system.
- Sorts and counts bills and coins received daily; prepares a daily deposit slip and weekly cash card listing amounts of money deposited and amounts on hand.
- Prepares weekly operations, monthly milk and platter, and time and attendance reports.
- May clean service or preparation areas.
- Removes trash from kitchen area.

Minimum Requirements

- Education equivalent to the completion of the twelfth school grade.
- Three years of full-time, paid cooking experience in a large scale institutional environment using standardized recipes.

OR

- Education equivalent to the completion of the twelfth school grade.
- One year of full-time, paid experience as a Food Services Worker II with the School District of Philadelphia.

OR

- Education equivalent to the completion of the twelfth school grade.
- Successful completion of the following accredited college level coursework: Introduction to School Food Safety, Principles of Quantity Food Production, Human Resource Management in Food Service operations and ServeSafe Sanitation Program.

Knowledge, Skills and Abilities

- Considerable knowledge of:
 - the materials, equipment, methods and techniques of preparing food in quantity.
 - food preparation techniques.
 - the health and sanitation aspects of food handling and preparation.
- Knowledge of:
 - the safety measures to be observed in large scale feeding operations.
- Some knowledge of:
 - supervisory methods and techniques.
- Skill in:
 - the preparation of a variety of main dishes.
- Ability to:
 - perform simple mathematical calculations.
 - prepare routine clerical reports.
 - adhere to established time schedules for food preparation.
 - learn to plan and coordinate food services activities and to supervise and instruct employees engaged in these activities.
 - prepare foods according to standardized recipes.
 - communicate effectively, both orally and in writing.
 - establish and maintain effective working relationships.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Additional Information

References ADA, 42 U.S.C. S., Section 12113 (d) – Person in job must not have nor contract any disease listed by the Secretary of Health and Human Services. Such person may be removed from their job pursuant to the Americans with Disabilities Act and appropriate due process.

Talent Use Only	
Title Code	7614
Salary Grade	0412/8412
Bargaining Unit	0634
Date of Establishment	11/74
Date of Last Revision	2/17
Analyst	JAG