



## School District of Philadelphia

**Title:** Lead Food Services Worker

**Department:** Food Services

**Reports To:** Food Services Field 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**

Responsible for the ordering, receipt, preparation and distribution of meals as part of the School District's satellite lunch program. Maintains a variety of records and prepares reports pertaining to meals served at the assigned location. Collects and accounts for monies generated from the operation's sales. Operates a compliant Point of Service (POS) and POS computer terminal. Work also encompasses cleanliness and sanitation of serving areas, kitchen areas, appliances and lunchroom tables.

### **Essential Functions**

- Submits weekly meal orders electronically by email to Food Service administration base on menu popularity and student participation history; receives and oversees the storage of delivered products; supervises and participates in unpacking and counting of hot or cold pack meals; counts milk cartons as well as breakfast and lunch packs; checks exterior of breakfast and lunch packs to ascertain that they have arrived in acceptable condition; reports damages or otherwise unacceptable products to the Satellite Control Desk.
- Places trays of pre-cooked hot lunch packs in the oven and heats for stipulated time period; places packaged lunches on wire racks and food and beverages on serving counters; portions fresh fruit into containers.
- Reviews and process student applications for meal category in order to set up record keeping; prepares and maintains a variety of records including the number of meals served.
- Serves food to students and staff in a cafeteria; handles POS and POS rosters; performs cashiering duties; operates POS computer terminal; counts the number of food items prepared.
- Cleans preparation, service and storage areas; washes and sanitizes lunchroom tabletops, storage shelves, racks, trays and other utensils; cleans the oven, refrigerator and other appliances; sweeps the floor of the Food Services area.
- Removes trash from kitchen and cafeterias.

### **Minimum Requirements**

- Education equivalent to the completion of the twelfth school grade.

- Two years of full-time, paid food service experience in a large food service establishment serving over three hundred meals daily.

OR

- Education equivalent to the completion of the twelfth school grade.
- Successful completion of the following accredited college level coursework: Introduction to School Food Service and ServeSafe Sanitation Program.

### **Knowledge, Skills and Abilities**

- Knowledge of:
  - the public health aspects related to food handling and preparation.
  - food services practices and sanitation.
- Ability to:
  - read, write and count accurately.
  - lift cartons and trays and transport them.
  - collect money and accurately make change from prepaid and over the counter transactions from student and adult purchases.
  - process the students' "Family Application for Meal Benefits" forms and apply financial information to student eligibility.
  - maintain and update records.
  - operate a compliant Point of Service and Point of Service computer terminal and/or roster.
  - 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.

<b>Talent Use Only</b>	
Title Code	7619
Salary Grade	0433/8433
Bargaining Unit	Local 634
Date of Establishment	6/75
Date of Title Change	3/13
Date of Last Revision	2/17
Analyst	JAG