

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>POSITION TITLE: FOOD SERVICE III</b>
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**DEFINITION:** Under the direction of the School Nutrition Director, or designee, prepares and serves a variety of foods in quantity, assists in training other personnel and assists in the service of food to students.

**ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:***

- Under the direction of the School Nutrition Director responsible for kitchen functions and overall operational implementation
- Assist with daily ordering of food and supplies
- Assist with maintaining inventory
- Assist with equipment maintenance
- Assist in training and supervising subordinate personnel
- Operate kitchen appliances and equipment
- Prepare and serve a variety of foods including baked goods in quantity for all schools.
- Clean work areas, utensils, and equipment
- May substitute for absent personnel
- Complete the proper storage of prepared baked goods
- Schedule substitute personnel as needed
- Other duties as assigned

**ESSENTIAL FUNCTIONS, *unique but not limited to:***

**Central Kitchen**

- Act as supervisor in the absence of the School Nutrition Director
- Inspect and receive stores, supplies and reissues as needed
- Distribute food for bulk shipment to satellite schools
- Prepare and process orders to restore district wide food service inventory

**QUALIFICATIONS:**

**Knowledge of:**

- Proper methods of storing, preparing, cooking and serving foods in large quantities
- Baking principles
- Proper safety and sanitation and health principles as applicable to food service
- Basic math and cash handling; register procedures/operations
- Proper care and operation of basic kitchen utensils and equipment
- Basic nutritional requirements and food values
- Basic supervising and training techniques
- Report procedures for cash accounting and meal counts

**Ability to:**

- Follow oral and written directions
- Develop and maintain cooperative working relations with those contacted in the course of work
- Operate all kitchen equipment
- Follow menu instructions

***POSITION TITLE: FOOD SERVICE III, Continued***

- Act as Cashier and prepare and interpret daily report forms
- Interpret and explain menu instructions
- Communicate instructions to other employees
- Work independently and as part of a team
- Analyze the situation and adopt an effective course of action with minimal supervision
- Plan, schedule, and allocate tasks and assignments
- Train employees and student workers

***EDUCATION AND EXPERIENCE:***

- Any combination of education and experience which would likely provide the required knowledge and abilities listed herein
- Three years experience in preparing and serving foods in large quantities
- Completion of twelfth grade
- College level course work in food service management and/or nutrition is desirable

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor environment subject to bending, crouching, pushing, pulling and lifting equipment and supplies, reaching in all directions, long periods of standing and working with solvents and detergents

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license
- Possession of or ability to obtain upon hiring, a Food Safety Certificate
- Valid CPR/First Aid Certification desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures