

South Hackensack School District

1 Dyer Ave · South Hackensack, NJ 07606 · (201) 440-2782

Mark Hayes, Interim Superintendent

Jason Chirichella, Principal

Carla Moreno, Supervisor of Curriculum & Instruction

Dina Messery, Business Administrator

Elizabete Schaefer, Board Secretary



"A Tradition of Caring"

Job Description – 3 hours daily

Food Service Worker

JOB FUNCTION:

Perform various general service and production duties. Responsibilities include, but are not limited to:

- Must be Microsoft Word & Excel proficient
- Carrying out all daily tasks in a manner that advances the District's mission and goals
- Reporting to work when scheduled, on time, in full uniform with exceptional personal hygiene
- Superior attendance is required
- Follow all food safety rules. Gloves must be worn when handling food
- Follow all Physical Safety rules
- Customer mealtime service includes serving customers and keeping the service line full, clean, and organized
- Taking inventory every morning of food deliveries to match breakfast and lunch orders on an everyday basis
- Receiving and properly putting orders away in correct storage areas
- Properly storing leftover food- check and log refrigerator temperature every day
- Supervise cleaning, sanitizing, and garbage removal where required
- Taking part in monthly and yearly health training as requested by the company
- As you finish your assigned duties, report to the immediate supervisor before signing out
- Treat fellow associates and customers with respect and kindness
- Scan cards every day
- Input monthly food calendar into Payforit

Responsible for: Customer Service

Job well done when: Customers are served in a friendly, quick, and courteous manner using proper service techniques and portioning guidelines. The associate shall be completely knowledgeable with the day's menu prior to beginning meal service. Each customer is greeted courteously and is "thanked" appropriately. Customer complaints or concerns are handled positively and efficiently. All concerns are immediately brought to the supervisor's attention for quick resolution.

Responsible for: Food Handler

Job well done when: Customers orders are recorded accurately on the POS terminal for every transaction. Proper handling procedures and policies are followed in the collection every day.

Responsible for: Stocking & Receiving

Job well done when: Product must be rotated to ensure freshness. When receiving dry, fresh, refrigerated, and frozen food, HACCP handling and documentation are to always be followed. An atmosphere of teamwork is to be fostered by helping other associates whenever possible in stocking shelves or putting products away as orders are received or as time allows.

Responsible for: Cleaning

Job well done when: Unit and all equipment within, kitchen counters & refrigerator are cleaned in accordance with HACCP Food Safety Program and master cleaning schedule. Kitchen must be stocked with sponges, paper towels, gloves, hand sanitizer, clean sponge, and dish disinfecting soap. There should not be anything stored on counters due to cross contamination. Additional cleaning duties are carried out as needed every day.

Physical Demands:

Physical Tasks: intermittent; standing, walking, bending, crouching, pushing, pulling, carrying, reaching about, lifting, and lowering 1 to 40 lbs., repetitive motion of hand-wrist and elbow.

The Employee agrees that they will at times faithfully, industriously, and to the best of their skill, ability, experience, and talents, perform all the duties required of their position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that their assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination.

It is understood and agreed that the first ninety days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason with notice or cause.