

# Hamilton Community Schools

## Food Service Department

### Job Description

Under supervision, to maintain food service facilities and equipment in a neat, clean safe and sanitary condition; to assist in the preparation, setting up, serving and selling of food; and to do other related work as required. May perform skilled functions and activities in cooking and baking in large quantities.

### Essential Duties:

Clean serving counters, tables, chairs, food containers and other equipment.

Operate dishwasher and wash trays, plates, utensils and other serving equipment.

Assist in setting up food preparation lines.

Heat, set up, serve, and sell food to students and faculty.

Clean and store kitchen equipment.

Setup, clean, serve, and sell food to students and staff.

May act as cashier, including counting cash receipts and maintaining simple records.

Participate in the preparation of any or all food for the food service operation.

Review recipes and menus and estimate needed ingredients and the time required for the cooking and baking of foods and baked goods.

Wash and scour pots, pans and other equipment, and properly store cooking utensils.

Assist in receiving, inspecting, wrapping and storing foodstuffs, supplies and materials.

Assist in inventory control and in the requisitioning of foodstuffs, supplies and materials.

May lead and coordinate the activities of other food service personnel in the maintenance of the food service facility and equipment in an orderly, clean, safe and sanitary condition.

May assist in the training of food service personnel.