

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6595
Pay Grade: D07

FLSA: Non-Exempt

FOOD SERVICE SPECIALIST

MAJOR FUNCTION:

Performs specialized kitchen duties in preparing food, cashiering and overseeing activities of the School Food Service Program. Provides lead supervision of support staff. Works under general supervision of a Food Service manager is reviewed daily through results obtained.

DUTIES AND RESPONSIBILITIES:

- Responsible for lead direction of support staff in the preparation of food, within the established production system.
- Assures acceptable standards are met by using standardized recipes, established preparation and service methods and proper food handling techniques.
- Follows written recipes and instructions; uses mathematics to check recipe conversions; assists in the control of food by recording food used in preparation, and leftovers.
- Confers with Food Service Manager on production schedules and plans for unusual situations.
- Prepares main dish entrees, vegetables, desserts, breads, and other related cooked or baked goods; responsible for the quality and quantity of food prepared for serving.
- Operates kitchen production equipment.
- Insures that safe working conditions exist and are practiced in the kitchen area; maintains defined safety standards in operating equipment and handling kitchen tools.
- Observes and practices rules of sanitation; responsible for the cleanliness of the preparation area, storeroom, freezers, refrigerators, and equipment used.
- Checks food supplies; estimates quantities and requisitions supplies, as scheduled for efficient food service operation; participates in documenting daily inventory of food and supplies and taking monthly inventory as assigned.
- Assists with the training of new employees.
- Coordinates food production and serving as assigned; keeps daily production records and prepares routine reports for management.
- Operates point of sale and performs related cashiering tasks, such as recording prepayments, completing daily closing, verifying monies collected and preparing bank deposit.
- Performs serving and cleaning tasks as assigned.
- Performs lifting on a routine basis.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Completion of the eighth grade with functional skills in reading, writing and mathematics, plus six (6) months of experience in food service activities. Must pass the Pinellas County School Board Food Services Specialist class.

ISSUED: 11/86 MW; BOARD APPROVED: 9/23/87; REVISED: 5/91 BMP MQ's; BOARD APPROVED: 6/12/91; REVISED WC: 8/04 LM; REVISED MF, D&R, & MQ's: 2/07 AK; BOARD APPROVED: 3/13/07.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

FOOD SERVICE SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects					X
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X

Food Service Specialist SEIU