



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2026

TITLE: Food Service Worker	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: To be part of the food service operations team, which entails the preparation and serving of wholesome, well-balanced, well-cooked meals and snacks to school students. To assist in providing clean, well maintained, and sanitary conditions in the kitchen, storage areas, serving and dining areas. To be an integral part in providing a service-oriented relationship with students and staff, to ensure the smooth and efficient operation of the food service program.

Necessary Qualifications:

- High School Diploma or GED.
- One year experience in Food Service.
- Current Navajo Nation food handler's permit.

Special Requirements:

- Valid Driver's License.
- First Aid and CPR Certification required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of school food service, or other high-volume food preparation operations.
- Ability to communicate and work with staff and students.
- Ability to work with Point of Sales (POS) systems.
- Ability to work with technology.
- Ability to read production menu to prepare student meals.
- Ability to lift or move objects weighing up to 75 lbs.
- Excellent written and oral communication skills.
- Demonstrate proficiency in modern technology.

Duties and Responsibilities:

- Performs daily food preparation of school meals and related duties in accordance with federal, state, and local rules and regulations.
- Assists in maintaining temperature logs for walk-in storage, freezer and meals.
- Maintains 6 hours of USDA Professional Standards of School Nutrition Program.
- Assists in maintaining proper safety, cleanliness and sanitation conditions in all areas of food service program.

- Assists with the unloading deliveries as needed.
- Arranges food storage and supplies and ensures the proper rotation and inspection of perishable and non-perishable foods.
- Assists with orders and inventory of food service needs, equipment and supplies.
- Performs dishwashing, cleaning and storage duties.
- Maintains proper care of kitchen equipment, machines and furniture.
- In absence of Head Cook, utilizing program software, inputs all necessary student data, production records of the feeding of number of students, staff or other meals for events or meetings, and submits financial reports by inputting types of meals, i.e., sack lunches, breakfast, lunch, special banquet, meetings, etc.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Business Manager

Working Hours: In accordance with Board policies.

Evaluation Procedure: In accordance with Board policies.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.