

# Moencopi Day School

## POSITION DESCRIPTION

**TITLE:** Food Service Worker

**EMPLOYMENT:** School Year (non-exempt)

**SUPERVISOR:** Chief School Administrator

**RESPONSIBILITIES:** To be part of the Food Service Department operation team, who is responsible for preparing and serving wholesome, well-balanced and nutritional meals and snacks to students. This position assists the Food Service team by performing non-cooking and light cooking duties.

**ADHERENCE TO:** Hold a firm belief and commitment to MDS philosophy, vision and mission.

### QUALIFICATIONS

- Required High School diploma or GED;
- Preferred 12 hours in Culinary Arts or related field; preferred in working towards 12 hours;
- Required two (2) years of work related experience, educational setting a plus;
- Strong organizational skills with the ability to multi-task, meet changing priorities and timelines;
- Ability to communicate and work well with staff and students;
- Required valid Food Handlers, CPR and First Aid Certification;
- Must be able to pass a Background Check and a physical examination;
- Required a valid Driver's License.
- Must pass background check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference;
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community;
- Must be computer literate.

### PHYSICAL REQUIREMENTS

- Ability to lift or move objects weighing up to fifty (50) pounds and be able to stand for more than 5 hours.

### RESPONSIBILITIES

- Responsible for loading and putting away food deliveries, rotation stock, cleaning and sanitation of entire food service area, loading and unloading dish washers, mixing chemicals for cleaning; washing dishes and pots and pans, in dishwasher or by hand;

- Assists in the setting up serving lines, preparing food items prior to cooking, serving food to students, monitoring students, assisting in serving, gathering and measuring ingredients prior to cooking, setting up condiments and simple cooking duties;
- Prepare or assists in the preparation of special food items such as; beverages, fruit and vegetable trays, sandwiches, box lunches and simple snack items;
- Assists in maintaining proper safety and sanitation conditions in all areas of the food service department and outside areas; reporting needed maintenance;
- In collaboration with all Food Services staff assures that the school kitchen is in compliance with applicable tribal, state and/or federal health and safety requirements;
- Helps assure proper care and maintenance of kitchen equipment;
- Assist in monitoring student's behavior in the cafeteria or in the nearby areas of the cafeteria;
- Will make collaborative efforts to assist in reaching school improvement goals;
- Will spend additional time with MDS students within and outside classroom to reach AYP;
- Will be in daily attendance of 90% or better on a monthly basis.

**OTHER REQUIRED RESPONSIBILITIES**

- Attend staff meetings and all required school in-service program activities and participate in school committee meetings;
- Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; know and observe Board policies and regulations;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty area;
- Provide Quality Customer Service;
- Responsible for other duties as assigned.

**ACKNOWLEDGEMENT**

I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR NAME

\_\_\_\_\_  
DATE