

# SENIOR FOOD SERVICE WORKER FLOATER

## Position Details

Class Code: 5040

Job Family: Food Service

Classification: Support Professional

Terms of Employment: Pay Grade 46 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, prepares, serves, and accounts for the sale of foods and beverages.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitors work areas for proper work flow to ensure that adequate food items are readily available and cashing is timely and smooth.
2. Provides good customer service to students, parents, faculty, and administration.
3. Supervises and participates in the preparation and serving of foods and beverages.
4. Orders and accepts delivery of food and supplies.
5. Accurately accounts for and records the sale of meals and a la carte items.
6. Counts and verifies cash, prepares daily cash deposits and computer records, and reconciles cash with accounting records.
7. Conducts inventory and prepares daily and monthly reports.
8. Travels to and from various schools and other Clark County School District facilities.

9. Maintains sanitary conditions for food preparation and service according to Southern Nevada Health District (SNHD) rules and regulations.
  10. Assists Health Inspector with inspections; reports results of inspections to central office.
  11. Assists in training employees and student helpers.
  12. Collects, reviews, and records free and reduced price meal applications following departmental procedures; inputs information, and maintains computer database.
  13. Works with students, parents, and staff to clarify food service meal concerns.
  14. Identifies repairs needed in kitchens; initiates work request for repairs.
  15. Provides input for the evaluation of assigned staff and student helpers.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves responsibility for food and beverage preparation and service, accountability for food supplies, revenue, and child nutrition program records, and good customer service.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of food preparation and service.
2. Ability to perform mathematical computations.
3. Ability to operate kitchen equipment.
4. Ability to learn and operate computers and software applications.
5. Ability to prepare and maintain clear and concise reports.
6. Ability to supervise, train, and evaluate employees and student helpers.
7. Ability to maintain confidentiality of information.
8. Ability to interpret and follow instructions.
9. Ability to meet predetermined deadlines.
10. Ability to plan, organize, and perform work.
11. Ability to safely move and relocate heavy objects.
12. Ability to travel to and from various schools and other District facilities.
13. Ability to work in confined areas.
14. Ability to work cooperatively with and provide good customer service to employees, parents, students, and other agencies.
15. Ability to recognize and report hazards and apply safe work methods.

16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).

### **Licenses and Certifications**

1. Current Southern Nevada Health District (SNHD) Food Handler Training Card at time of application, and must be maintained for the duration of the assignment.
2. Certification provided by Clark County School District Food Service Department verifying that required Senior Food Service Worker training has been successfully completed within five (5) months of hire.

### **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school graduation or other equivalent, (i.e., GED, foreign equivalency, etc.).
  2. Copy of current Southern Nevada Health District (SNHD) Food Handler Training Card.
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## **Examples of Assigned Work Areas**

Clark County School District - Schools and other District facilities.

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## **Work Environment**

### **Strength**

Medium/heavy - Exerts force up to 50 lbs., frequently; or 10 lbs., constantly, or negligible force constantly. May involve significant standing, walking, pushing, pulling, and carrying.

## **Physical Demand**

Frequent talking, hearing, stooping, crouching, sitting, reaching, handling, repetitive fine motor activities, feeling, tasting, and smelling. Vision: Frequent near acuity and color vision, occasional accommodation and depth perception. Vision to read printed materials, Video Display Terminal (VDT) screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

## **Environmental Conditions**

Climate-controlled office setting. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas, (i.e., ovens, grills, refrigerators/freezers, etc.).

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery, (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copiers, etc.

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## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 02/01/21
- Created: 04/01/09