

Provide minimal qualifications for full-time employees (FTE).

**Director of Child Nutrition**

- Must have a bachelor's degree in Food Service Management or related field; years of management in Food Service will be considered in Lieu.
- Ability to analyze and interpret complex reports, systems, and policies
- Knowledge of menu planning, food purchasing, and preparation of foods in food service environment
- Ability to manage food service budget and personnel
- Effective organization, communication, and interpersonal skills
- 5 years' experience in food service management managing comparable multi-site food service operations or equivalent experience

**Food Service Lead**

- Provides quality customer service by providing one-on-one attention to detail.
- Oversees and participates in the preparation and service of food and beverage items in accordance with company standards for presentation, sanitation, safety and portion control.
- Helps plan menus.
- Ensures timely, efficient meal service; supervises serving of meals.
- Responds to customer complaints in person at the time of the complaint and via email for electronic complaints.
- Trains employees: assigns and coordinates work of employees to promote efficiency and excellence in food and service.
- Determines work procedures, prepares work schedules and expedites workflow.
- Uses proper systems for completion of required daily/weekly/monthly reports.
- Responsible for proper cash handling as established by the Food Accounting Manual (deposits - petty cash - change funds).
- Orders food and other necessary supplies from approved sources or purveyors.
- Directs and participates in the overall sanitation and safety of the facility and employees in accordance with company standards and government regulations.
- Develops sanitation schedule and ensures food-service employees adhere to the schedule for cleaning of kitchen and dining area and washing of kitchen utensils and equipment.
- Issues written and oral instructions.
- Help select and orient employees; oversees staff training in areas of responsibility.
- Performs other duties as assigned.

**Cook**

- Prepares high-quality food items according to standardized recipes and instructions to meet production, delivery and service schedules.
- Serves meals or prepares for delivery by using correct portioning, meeting outlined standards, ensuring that food is at the correct temperature and is attractive and tasty.
- Tastes all prepared food items.
- Cleans kitchen after preparation and serving, maintaining high standards of cleanliness.
- Stores or discards excess food in accordance with safe food-handling procedures.
- Keeps refrigerators and storerooms clean and neat. Ensures food and supply items are stored per standards.
- Operates and maintains kitchen equipment as instructed.
- Assists in production planning, record keeping and reporting as required.
- Assists in the ordering and receiving of all food and supplies as required.
- Reports needed maintenance, faulty equipment, or accidents to the supervisor immediately.
- Attends in-service and safety meetings.
- Maintains good working relationships with coworkers, customers, administrators, and managers.
- Performs job safely while maintaining a clean, safe work environment.
- Performs other duties as assigned.

**Food Service Worker**

- Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables.
- Weighs and measures designated ingredients.
- Carries pans, kettles, and trays of food to and from workstations, stove and refrigerator in accordance with safety standards.

## Exhibit E: FSMC Employees

Provide minimal qualifications for full-time employees (FTE).

- Stores food in designated areas following wrapping, dating, food safety and rotation procedures.
- Cleans work areas, equipment, and utensils.
- Distributes supplies, utensils, and portable equipment.
- Utilizes approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control.
- Serves customers in a friendly, efficient manner following outlined steps of service.
- Resolves customer concerns and relays relevant information to supervisor.
- Ensures compliance with district service standards and inventory and cash control procedures.
- Assures compliance with all sanitation and safety requirements.
- Performs other duties as assigned.

### **Food Service Worker/Cashier**

- Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables.
- Weighs and measures designated ingredients.
- Carries pans, kettles, and trays of food to and from workstations, stove and refrigerator in accordance with safety standards. Distributes supplies, utensils, and portable equipment.
- Stores foods in designated areas in accordance with wrapping, dating, and food safety and rotation procedures.
- Cleans work areas, equipment, and utensils.
- Ensures compliance with sanitation and safety requirements.
- Uses approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control.
- Serves customers in a friendly, efficient manner following outlined steps of service.
- Interacts with customers and resolves customer complaints in a friendly, service-oriented manner.
- Relays relevant information to supervisor.
- Performs sales transactions.
- Enters sales into the cash register to ensure purchases are accurately recorded.
- Issues receipts to customers.
- Follows standard procedures for issuing cash refunds.
- Responsible for all assigned change funds and cash receipts, ensuring that cash drawer is in compliance with overage/shortage standards.
- Replenishes condiments, beverages and general supplies while maintaining service area cleanliness.
- Performs other duties as assigned.