

**TITLE:** Food Service Floater

**DEPARTMENT:** Food Service Department

**REPORTS TO:** Director of Food Services

**POSITION SUMMARY:** The Food Service Floater serves as a substitute for the Cook Manager, Baker/Cashier, and Food Service Assistant at any district building as required.

**ESSENTIAL FUNCTIONS:**

**Cook Manager:**

- Responsible for the planning, ordering, receiving, preparation, record keeping, sanitation, clean-up, safety and security procedures in assigned kitchen.
- Daily food preparation and service.
- Knowledge of equipment and operation.
- Responsible for all inventories of food and non-food items.
- Responsible for the organization of the coolers, freezers and storeroom.
- Supervision, instruction and evaluation of other site Food Service staff.
- Work with Food Service Director in menu and format planning.
- Maintain excellent personal safety and sanitation procedures.
- Attend and participate in all Cook Manager meetings.
- Understand all cashier and record keeping procedures.
- Report all accidents/incidents immediately to the Food Service Office.

**Baker Cashier:**

- Collect money and tickets for the daily lunch.
- Supervise the use of tickets in the line.
- Collect and verify all money collected during the day and prepare deposit.
- Complete the daily meal and cash report necessary to produce the monthly state and federal reimbursement reports.
- Maintain the complete financial records for the food service site.
- Communicate know changes regarding free and reduced applications to the food service office.
- Prepare quick breads, yeast breads and desserts according to standardized recipes.
- Operate necessary kitchen equipment (mixers, ovens, etc.)
- Assist Manager in adapting recipes to fit needed quantities.
- Order and maintain necessary baker and cashier supplies.
- Maintain the highest standards of sanitation and safety in the kitchen.
- Perform other duties as assigned.

**Food Service Assistant:**

- Assist in the serving of students and staff.
- Direct student workers.
- Operate dishwasher.
- Assist in the general cleanup of the food service areas.
- Assist Cook Manager as requested.
- Perform other duties as assigned.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is preferable.

**ABILITIES:** Ability to lift 40 pounds on a regular basis

**REQUIRED TESTING:** None specified

**CERTIFICATES AND LICENSES:** Valid Food Handlers Permit

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** United Classified Workers of Washington, Issaquah Chapter

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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