

KLONDIKE INDEPENDENT SCHOOL DISTRICT

Job Title: Food Service Worker
Reports to: Cafeteria Manager & Admin.

Exemption Status/Test: Nonexempt
Date Revised: Aug. 2026

Primary Purpose:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification:
None specified

Special Knowledge/Skills:

1. Ability to understand written and verbal food preparation and safety instructions
2. Working knowledge of kitchen equipment and food production procedures
3. Ability to operate large and small kitchen equipment and tools
4. Ability to perform basic math necessary to convert recipes
5. Must have transportation to and from work.

Experience:
None

Major Responsibilities and Duties:

Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

Safety and Sanitation

4. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
5. Keep garbage collection containers and areas neat and sanitary.
6. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
7. Assist in cleaning all kitchen and serving areas and making sure that these areas are in compliance with state health laws.
8. Follow procedures and standards of cleanliness, health and safety.
9. Maintain personal appearance, hygiene and uniforms.

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Other

10. Help record food requisitions and order necessary supplies.
11. Help maintain daily food preparation records.
12. Promote teamwork and interaction with fellow staff members, students and faculty.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. These duties are subject to change with or without prior notification and will not be construed as any type of contract.

Food Service Worker

Date

Superintendent

Date
