



NorthBay Education Inc.

Job Description

Position Title: Food Service Worker – North Bay
Department: Dining
Reports Directly To: Food Service Manager
Reports Indirectly To: N/A
Directly Supervises: N/A

Indirectly Supervises: N/A

Location: North Bay
FLSA: Nonexempt
Grade: 21
Job Code:
Bonus Program:
Approved Date: 07/23

SUMMARY: The Food Service Worker is responsible for meal preparation for all meals in addition to cold food prep, baking details and catering setup. This position reports directly to the Food Service Director who will assign the daily production schedule and give direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned

1. Maintains the NorthBay, LLC philosophy and “Vision” statement.
2. Ensures proper handling, preparation and holding guidelines, takes temperatures at regular intervals and maintains foods in sufficient quantities while minimizing over-production and waste. Assists in supplying all required products for breakfast, lunch, dinner and any catering or other special functions.
3. Ensures the dining service areas are properly set-up and maintained throughout the day.
4. Maintains dining service areas sanitation and equipment cleaning schedule.
5. Communicates appropriately with all Food Services staff, supervisor and listens effectively.
6. All other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to initiate and implement necessary plans to assure proper food service for breakfast, lunch, dinner and catering events.

EDUCATION and/or EXPERIENCE:

One year experience in a kitchen environment required. High School Diploma or GED required, unless an active student.

SUPERVISORY RESPONSIBILITIES:

LANGUAGE SKILLS:

Ability to communicate accurate information. Ability to communicate effectively and calmly to residents, visitors and to all levels of staff.

LICENSES, CERTIFICATES, REGISTRATIONS:

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Walking, standing, bending, sitting, speaking, lifting 50lbs, pushing, stooping, stretching, thinking, evaluating, instructing, calculating, writing, learning new skills and information.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised 10/1/04

Formerly: Dining Service Worker I