

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **FOOD SERVICE WORKER V**

- QUALIFICATIONS:**
1. Must pass required test
 2. Prior experience in clerical positions preferred
 3. Ability to compute income and family size data
 4. Valid California driver's license
 5. High school diploma
 6. Must have own car, in good repair with district insurance binder and be able to drive safety
 7. Ability to interact with teachers, parents, students and food service staff in positive way
 8. Ability to prepare written food service records, free and reduced price lunch eligibility application documents and other reports in grammatically correct, legible and timely manner
 9. Ability to maintain self-control and poise in emotionally stressful situations
 10. Ability to respect confidential matters
 11. Willingness to follow oral and written directions
 12. Ability to handle cash, make change, make deposit slips
 13. Knowledge of and ability to apply safety and sanitation procedures related to food preparation and serving
 14. Ability to apply work simplification methods
 15. Ability to perform moderately heavy manual tasks

REPORTS TO: Administrator as assigned

JOB GOAL: To assist food service manager process free and reduced price lunch applications, complete specified reports and food service tasks as needed

PERFORMANCE RESPONSIBILITIES:

1. Approves, files and categorizes free and reduced price lunch applications per established procedures
2. Codes and updates class lists
3. Sends notices to parents as directed; makes phone calls as necessary
4. Sells tickets, makes change and maintains ticket sales records, bank deposit slips, daily cash report
5. Requisitions and inventories tickets
6. Takes tickets at meal service, sorts, counts and forwards to food service manager or designee
7. Refers to bad check list as necessary
8. Assists in inventory of food and supplies
9. May be required to work at more than one school on a given day
10. May be required to perform Food Service Worker I activities
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 8

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable