



## Charter School Lead Food Service Worker

Class Code:  
CHS166500

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: September 9, 2008  
Revision Date: March 23, 2020

### **SALARY RANGE**

\$9.00 - \$13.00 Hourly  
\$18,720.00 - \$27,040.00 Annually

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Charter School Director of Procurement and Food Services, provides food service to students and staff, maintaining the cleanliness of facility, cash handling, preparing food and equipment daily and stocking of inventory/supplies. Requires standing for long periods of time. Must attend in service training as assigned. Performs all other related duties as assigned by Supervisor.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Responsible for maintaining the highest standards in regard to safety, sanitation and care of food service equipment.
- Responsible for supervision of other Food Service Workers.
- Responsible for all ordering, storing and inventory of food.
- Responsible for running lunch-room computer and handling lunch accounts.
- Responsible for learning the procedures or food warmers and serving station and maintaining temperature regulations and guidelines.
- Responsible for minor record keeping.
- Responsible for cleaning of dishes and sanitation of food service area.
- Responsible for maintaining inventory of supplies.
- Responsible for the setting up and the cleaning of the cafeteria before and after lunch.
- Responsible for working with Food Service Computer Software.
- Responsible for communicating effectively with students, teachers and supervisor.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED preferred.
- One (1) year of food experience preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Oral and written communication skills.
- Ability to perform basic recordkeeping, math and cash registration skills.
- Ability to deal courteously with students and to maintain effective working relationships with fellow employees.
- Ability to work with diverse groups of people.

**ADDITIONAL MINIMUM QUALIFICATIONS:**

- Maintain a positive attitude toward all students and staff.
- Accept and count money, tickets, or tokens for food and beverages served.
- Record transactions and maintain accountability of sales.
- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Promote the Charter School's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents and students to promote an increase in community engagement in education.

**EXERTION TYPE:**

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**OTHER PHYSICAL REQUIREMENTS:**

The following selected physical activities are required to perform the essential functions of this position.

<b>The physical requirements of this position.</b>		
<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	90%
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	50%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	40%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	50%



# **Charter School Lead Food Service Worker**

Class Code:  
CHS166500

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Sep 9, 2008  
Revision Date: Sep 12, 2008

## **SALARY RANGE**

\$9.00 - \$13.00 Hourly  
\$720.00 - \$1,040.00 Biweekly  
\$1,560.00 - \$2,253.33 Monthly  
\$18,720.00 - \$27,040.00 Annually

## **GENERAL STATEMENT OF JOB:**

Note: This position requires a Florida Department of Law Enforcement (FDLE) background check.

Responsibilities include providing food service to students and staff, maintaining cleanliness of facility, cash handling, preparing food and equipment daily and stocking of inventory/supplies. Requires standing for long periods of time. Must attend in service training as assigned. Performs other related duties as assigned by Supervisor. This is a full time position.

Individuals assigned to this classification must report to work per their assigned schedule.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Responsible for maintaining the highest standards in regard to safety, sanitation and care of food service equipment.

Responsible for supervision of other Food Service Workers.

Responsible for all ordering, storing and inventory of food.

Responsible for running lunch room computer and handling lunch accounts.

Responsible for learning the procedures for food warmers and serving station and maintaining temperature regulations and guidelines.

Responsible for minor record keeping.

Responsible for cleaning of dishes and sanitation of food service area.

Responsible for maintaining inventory of supplies.

Responsible for the setting up and the cleaning of the cafeteria before and after lunch.

Responsible for working with Food Service Computer Software.

Responsible for communicating effectively with students, teachers and supervisor.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED preferred. 1 year of food service experience preferred.



# The School District of Lee County

## Job Description

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**JOB TITLE:** Worker, Food and Nutrition Services

<b>FLSA STATUS:</b>	Non-exempt	<b>PAY GRADE:</b>	Market Rate
<b>SALARY SCHEDULE:</b>	Support	<b>JOB CODE:</b>	507840
<b>BARGAINING UNIT:</b>	SPALC	<b>DAYS PER YEAR:</b>	190
<b>WORKER'S COMP CATEGORY:</b>	9101 - All Other		

**MAJOR FUNCTION:**

Prepare or assist in the preparation, cooking, and serving of a variety of nutritious and attractive foods to students in a safe and cost-effective manner that supports the goals of the District.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- One (1) year of experience in commercial or institutional food service preferred.
- ServSafe certification or the ability to obtain.

Such alternatives to the above qualifications as the Board may find acceptable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Oral and written communication skills.
- Ability to perform basic record keeping, math, and cash registration skills.
- Manual dexterity skills to shred, chop, assemble, and mix food items.
- Ability to deal courteously with students and to maintain effective working relationship with fellow employees.
- Ability to work with diverse groups of people.
- Basic computer skills and/or the ability to be trained in basic computer skills to operate District electronic systems.

**REPORTS TO:** Designated Supervisor or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Maintain a positive attitude toward all students and staff.
- Prepare or assist in the preparation of a variety of foods, following standardized recipes and menus, price schedules, and portion controls in accordance with work production standards.
- Set up food serving lines and/or steam tables and serve meals, meal components, and beverages.
- Store food and supplies as directed; assist in taking inventories.
- Accept and count money, tickets, or tokens for food and beverages served; record transactions; and maintain accountability of sales.
- Wash, sanitize, and store dishes and utensils; scrub and sanitize counters and tables; mop floors; and dispose of wastes properly.



# The School District of Lee County

## Job Description

- Operate and clean all kitchen equipment.
- Keep work area clean and orderly.
- Follow safety and sanitation rules at all times when handling food and using equipment.
- Adhere to safety regulations/guidelines.
- May assist new Food and Nutrition Services employees, student employees, or volunteers in becoming familiar with their assignments.
- Comply with all requirements of the local, state, and federal Food and Nutrition Services programs, including attendance at all District food service trainings.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	90%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%



# The School District of Lee County

## Job Description

<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	50%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	40%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	50%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	20%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	60%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	60%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	60%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	60%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	60%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	50%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	80%

### TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.