

FLAGSTAFF BORDERTOWN DORMTIORY

POSITION DESCRIPTION

TITLE: Food Service Worker

EMPLOYMENT: 10 Months FLSA Non-Exempt

SALARY: In accordance with FBD Board policies.

GENERAL STATEMENT of RESPONSIBILITES:

To prepare a wide variety of foods following standard recipes to achieve required taste and appearance standards and to assist the maintenance cleaning and sanitation of all food service areas and equipment.

QUALIFICATIONS:

- High school diploma or GED is required. Must possess one year of experience. May substitute 40 hours of CEU's.
- Must be able to demonstrate a wide range of knowledge, skills and abilities in commercial or industrial food preparation and service industry.
- Must possess or be able to receive a current food handler's permit.
- Must be able to lift 50 or more lbs.
- Must be able to communicate effectively and work well with residential staff and students.
- Must have good vision and ability to read without strain.
- Current certificate in First Aid and CPR.
- Valid Arizona driver's license.
- Current Arizona and Navajo Nation motor vehicle driving record on file.
- Must pass criminal background checks by state, federal and Navajo Nation.
- As a minimum, qualification, applicant's background checks must demonstration successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.
- Must have knowledgeable and familiar with the Navajo language, culture and people.

DUTIES and REPONSIBILITIES:

- Performs food preparation, service and cleanup duties.
- Performs set up activities in assembling trays and carts, preparing condiments, assembling serving lines, stocking utensils and napkins, and retrieving stock.
- Assembles recipe/menu items, washes and cuts fruits and vegetables, slicing breads and meats, opening canned goods and mixing ingredients.
- Performs cooking activities including baking breads and desserts, steaming vegetables, and baking meats and main dishes.
- Performs serving activities including filling serving trays, measuring and monitoring quantities to ensure sufficient amounts and maintaining temperatures.
- Performs cleanup activities as directed.
- Performs closing activities including returning food to stock, refrigerating or freezing foods, properly storing leftover foods and putting away equipment and food pans.
- Operates dishwashing machines to clean and sanitize food trays and utensils.
- Operates a variety of manual and electrically powered industrial preparation equipment.
- Wears safety devices and apparel as required.
- May be assigned to supervise and monitor student behavior while in the cafeteria.

- Attend and participates in department monthly meetings and in-service trainings as required.
- Performs other duties as assigned by the immediate supervisor.

SUPERVISION RECEIVED: HEAD COOK

SUPERVISION GIVEN: None

WORKING HOURS: In accordance with governing board policies.

EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board’s functions for which I am responsible. This certification is made with the acknowledgeable that his information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Program Supervisor

APPROVED BY: _____ DATE: _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.