

# Sample Job Description

## Foodservice Specialist

### Summary of Work:

Prepares and serves meals to students according to established methods and procedures. Maintains high standards of food preparation and service with emphasis on menu appeal and maximum nutritional value. Maintains high standards of sanitation and safety.

### Principle Tasks:

- Performs food production, service and/or cleanup tasks as assigned.
- Operates specialized foodservice equipment.
- Cleans and maintains foodservice equipment and facilities.
- Receives and unpacks food and supplies.
- Assists in menu planning, purchasing, recordkeeping and other functions.
- Interacts with children, other center personnel and the public.

### Education Requirements

A high school diploma or equivalent is required. Specialized education and training in food production and program requirements is desirable.

### Experience:

Experience in quantity food production and service is desired.

### General Knowledge, Skills and Abilities:

The foodservice specialist must possess the following:

- Knowledge of foodservice program requirements.
- Knowledge of quantity food production and serving techniques, and food safety/sanitation requirements and procedures.
- Knowledge of portion control.
- General knowledge and understanding of nutrition.
- Ability to understand oral and written instructions.
- Ability to interact positively with children, other center personnel and the public.