

# Food Service Specialist

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**Department:** Food Program  
**Job Title:** Food Service Specialist  
**Reporting to:** Center Director/Assistant  
**FLSA Status:** Director Non-exempt/Hourly

## Job Summary:

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Implements the center's school meal program. Responsible for planning and preparation of meals and snacks according to state nutritional guidelines.

## Essential Duties and Responsibilities:

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- Performs duties for food preparation as required by the Center Director or Assistant Director.
- Maintains sanitation standards for food service area.
- Maintains positive work habits.
- Performs food service duties efficiently and productively.
- Maintains or upgrades food service skills.
- Markets food program and increases participation in the school food service.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

## Education and Experience Requirements:

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- Valid food handler's card.
- 3 - 5 years related experience in running a large child care center food program.

## Knowledge/Skills/Abilities:

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- Good interpersonal skills with adults and children.
- High energy level.
- Ability to plan projects in conjunction with day-to-day activities.
- Results Orientation – Proven ability to set and exceed targets.
- Good reasoning ability and sound judgment.
- Resourceful, well organized, highly dependable, efficient and detail oriented.
- Ability to establish credibility.
- Service oriented and assertive.
- Team Orientation & Interpersonal Skills– highly motivated team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic, empathetic and tactful manner.
- Systems & Software – proficient level knowledge of Microsoft Office software applications.
- Customer Orientation – able to personally provide high level of cheerful, interactive service to take care of the needs of children and parents while following Center procedures.

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- Diversity Orientation – ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethics & Accountability – ability to demonstrate conduct conforming to a set of values and accepted standards and accept responsibility and accountability for actions.
- Conflict Resolution – ability to deal with others in a challenging situation.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Operate kitchen appliances and tools		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods	X	Lifting/carrying more than 20 pounds various items
	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):		Other (List):

Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts

Employee Acknowledgement:	
I have reviewed and understand the requirements stated in this Job Description.	
Employee's Signature	Date