



Cen-Tex Family Services, Inc.

2402 North Main Street, Bastrop, TX 78602
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An Equal Employment Opportunity

Job Vacancy Announcement #: 19-04

Job Title:	Part Time-Food Service Worker	Reports To:	Kitchen Manager
Location:	Jeff Dock CDC	FLSA/Classification	Non-Exempt/ Part-Time
Work Hours:	Monday-Friday (approximate 25 hours)		

MINIMUM QUALIFICATIONS:

High school graduate or equivalent
Valid Texas Driver's License (2 points or less on record)
Basic mathematics, communication, and computer skills.
Experience working in commercial foodservice *preferred*.
Food Handler's Certification, or ability to become certified
CPR/First Aid Certified, or ability to become certified

Job Summary:

Under supervision, the employee is responsible for supporting agency food services including maintaining food service areas and equipment in a neat, clean, safe and sanitary condition; purchasing food and related supplies; preparing meals and snacks according to agency guidelines and menus.

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with agency activities.

ESSENTIAL DUTIES

- Ensure that all activities conform to CACFP and agency guidelines.
- Communicate effectively with staff, partners, children and community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Ability to follow menus and measure food portions
- Knowledge of kitchen sanitation and safety measures.
- Ability to follow oral and written instructions.
- Preparation of meals and snacks using variety of kitchen appliances and equipment.
- Responsible for maintaining and cleaning of kitchen including all dishes, equipment, utensils, appliances and storage areas.

- May receive goods from vendors after verifying and reconciling contents according to agency procedures.
- Responsible for unpacking goods received and storing supplies according to agency procedures.
- Ensure temperature of foods are in compliance with health standards.
- Grocery shop as required.
- Maintain proper hygiene, sanitary and safety practices.
- Adhere to all CACFP and agency health and safety policies.
- Perform all other related job duties as may be assigned.

Physical Requirements & Environmental Conditions:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- Requires the ability to stand for prolonged periods.
- Must be able to exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires the ability to stoop, kneel, bend and reach. Must be able to work in noisy and crowded environments.
- Must be able to work in and around fumes and odors.
- Must comply with department dress code.
- Must be able to work in hot and cold environments.
- Must be able to operate a vehicle.
- Requires regular attendance and/or physical presence at the job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.