

## FOOD SERVICE WORKER

### **STEPS TO BEING HIRED**

1. Pick up application packet at: Snohomish County Head Start & Early Head Start  
14 E. Casino Road, Bldg B  
Everett, WA 98208

Packet includes Position Announcement, Application, Applicant Disclosure Form, and Position Questionnaire. You must complete all sections of the application packet.

- Turn in or mail the completed application packet to Snohomish County Head Start at the above address.
- Using the information in the application packet, we will determine who will be interviewed.

2. **Or complete an application online** at [www.edcc.edu/birthtofive](http://www.edcc.edu/birthtofive) (click on “Jobs”).

### **JOB SUMMARY**

Edmonds Community College - Snohomish County Head Start & Early Head Start Food Service Program provides meal and/or snack services to all children enrolled in our Head Start and Early Head Start Programs. Head Start has classroom sites throughout Snohomish County. The Early Head Start Program has classroom locations in the City of Everett. Food is prepared at our Central Kitchen (commercial kitchen) and transported to our Head Start and Early Head Start classrooms. The Food Service Worker performs routine tasks in preparing, transporting and setting up meal service, dishwashing, cleaning and sanitizing kitchen and food prep areas, and maintaining inventory within our food service operation both in the Central Kitchen and at our food service locations (classrooms). For our Central Kitchen to be able to function at all times it requires Food Service employees be cross trained in the essential tasks that ensure snacks/meals are produced, delivered, retrieved and the sites, kitchen, and cook, silver and service ware are cleaned.

Under the direction of the Sous Chef, the Food Service Worker position has three primary work functions

1. Dishwashing, cleaning and sanitizing: the kitchen, pantry, food storage, and food serving areas doing the required periodic and routine heavy cleaning and sanitation tasks needed to operate a commercial kitchen and feeding program serving over 600 meals a day at nine different locations.
2. Food preparation, meal set-up, and inventory: In the classroom, completing food service tasks necessary in providing children with meals and snacks in setting up food for children’s meal service, ordering/maintaining food site inventory, and prepping for snack and breakfast. There is limited involvement with children and classroom staff.
3. Loading van, transporting food to sites, delivering food cambros to classroom, returning cambros with dirty dishes back to the Central Kitchen, unloading and cleaning/sanitizing cambros.

### **WORK SCHEDULE**

16-18 hours per week, Monday – Thursday. Occasional Fridays. Summers off.

### **HOURLY RATE**

Job paid on an hourly rate of \$10.50 an hour. Food Service Worker is a part-time hourly position and does not carry health or insurance benefits, vacation, sick or holiday pay. Position does not work during the summer.

### **MINIMUM QUALIFICATIONS**

1. Possession of, or eligible for, a Snohomish Health District food worker card.
2. Possess or ability to get a Washington State driver’s license.
3. Driving record free of significant or multiple violations within the last 3 years.

### **DESIRED QUALIFICATIONS**

1. 6 months experience in
  - a. heavy cleaning in either a commercial food service setting or hospital OR
  - b. food preparation, portion control, and serving, preferably in a school or childcare setting
2. 6 months experience in
  - a. quantity/institutional food service cleaning and sanitizing OR
  - b. quantity/institutional food preparation
3. Experience in transporting meals.
4. Experience handling a stockroom and its inventory.
5. Equivalent education can count towards 6 months experience

### **CONDITIONS OF EMPLOYMENT**

Hiring for this position is on the condition that the following requirements will be met:

#### **Prior to Job Offer:**

- Signed statement requesting Criminal History information.
- Receipt of Criminal History report.

#### **Before Starting Work:**

- Paperwork indicating negative TB Test or clear chest x-ray
- Obtain Snohomish County Food Worker Card (must be maintained in current status)
- Submit to fingerprint background check if residing in the State of Washington less than 3 years; must be completed prior to reporting to work.
- Proof of Tdap (Pertussis) vaccination

#### **Within three days of hire:**

- Submit proof of US Citizenship or ability to work in US (must show original social security or Alien Registration Card/Work Permit, as well as one piece of picture identification).
- Completion of all pertinent personnel/payroll forms.

#### **Within 60 days of hire:**

- Signed statement by a health provider that the employee is free from communicable diseases and physically able to perform job responsibilities; updated as required by the employee's health care provider
- Completion of state mandated compliance trainings: State Ethics, Diversity Basics, Sexual Harassment Prevention, and FERPA

#### **Condition of continued employment:**

- Successfully complete a six-month probationary period (classified Food Services Workers only)

### **EEO / AFFIRMATIVE ACTION STATEMENT**

EdCC-SCHS & EHS does not discriminate on the basis of race, color, national origin, gender, religion, disability, age, political beliefs, sexual orientation, and marital or family status in admission, treatment, or participation in its programs, services and activities, or in employment or volunteer opportunities. For further information about this policy or if you need assistance due to sensory impairment, contact Section 504 Coordinator (425)712-9000 ext 4516 or TDD/State Relay. Food is provided through a contract with USDA/OSPI Child and Adult Care Food Program.

## PHYSICAL JOB REQUIREMENTS

Food Service Worker

---

The Food Service Worker position has the following physical work requirements:

1. Ability to do tasks involving a variety of repetitive arm & hand movements, such as extensive scrubbing, scrapping, wiping, and polishing.
2. Batches, sorts and counts food service utensils, dishes, equipment, food and non-food consumables supplies.
3. Ability to communicate in English both verbally and in writing with staff or public in a face-to-face, one-on-one setting and using the telephone.
4. Observe, compare, produce, and/or monitor orders, invoices and/or inventory reports to determine compliance with prescribed standards.
5. Comprehends and make inferences from English written material.
6. May be required to drive private or Head Start vehicle to carry out assigned tasks.
7. Able to perform tasks effectively in an environment that is fast paced, has required deadlines and may be subject to frequent interruptions.
8. Performs work requiring the ability to stand for long periods, lift approximately 30-50 pounds, and moving food and non-food supplies including food service equipment.
9. Uses cleaning agents on materials, equipment and/or furniture.
10. Ability to operate kitchen/food service equipment and machines, such as, dish machine sanitizer, and, possibly, copier, adding machine, and multi-line phone.
11. Employee must be able to stoop, kneel, crouch, reach, stand, walk; push, pull, carry and lift up to 50 pounds; full range of use of fingers, grasp; execute repetitive motions that are substantial movements of the wrists, hands and/or fingers – complete all fulfilling the essential elements of the position.
12. Punctuality and consistent attendance are essential functions of this position; consistent attendance as exhibited by no less than 95% attendance, be present from beginning through to the end of the position's designated work shift.
13. To assure children's safety, when in the presence of children, it is the expectation that the employee remain alert and focused at all times and able to make quick and spontaneous decisions using problem-solving skills and good judgment based on organizational policies and procedures.
14. When working in a classroom when children are present, an employee in this position must be able to supervise individual and groups of children by positioning themselves so as to keep them within visual and auditory range, accounting for the whereabouts of each child at all times, and ensuring that no child is ever left alone or unsupervised.