

**HILLSBORO CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Summer Food Truck Worker

**File 803**

**Reports to:** Food Service Director

**Job Objective:** Prepares and serves food for summer food program

- Minimum Qualifications:**
- High school diploma or GED. No criminal violations that would prohibit public school employment.
  - Valid driver's license Successful completion of a board-approved sanitation/food safety course.
  - Pass a physical examination that will require lifting of 50 pounds, carrying 50 pounds, and pushing/pulling 95 pounds of force. Meets all mandated health screening requirements.
  - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
  - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
  - Ability to establish working relationships with co-workers and function as part of a cohesive team.
  - Commitment to keep current with skills essential to the objectives of the position.
  - Food production skills and the ability to prepare standardized recipes using commercial kitchen equipment. Ability to interact comfortably and confidently with the public.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Takes the initiative to perform routine tasks independently. Keeps the Food Service Director informed about emerging issues. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns. Promotes a safe, efficient, and effective work/learning environment. Assists other staff as needed to deal with unexpected or urgent situations.
- Assists with the receipt of deliveries. Follows approved food safety procedures.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, kitchen area, etc.
- Maintains the confidentiality of privileged information. Wears work attire appropriate for the position.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.

- Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:
- Balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces. Exposure to blood-borne pathogens and communicable diseases. Interactions with aggressive, disruptive, and/or unruly individuals. Lifting, carrying, and moving work-related supplies/equipment. Operating and/or riding in a vehicle. Performing tasks that require strenuous physical exertion. Performing repetitive tasks for prolonged periods.
  - Working in proximity to moving mechanical parts.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

I have received a copy of this job description for my present position.

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Signature

\_\_\_\_\_  
Date

New 4/2021