

**American Legion 233 Palm Valley, Florida  
Food Services Job Description**

**Job Position Title:** KITCHEN FOOD SERVICES SPECIALIST

**Employee Name:** \_\_\_\_\_

**Reports to:** Canteen Manager (or designated representative)

**Classification:** Non-Exempt (hourly/part-time) and must meet current Department of Wage and Hour Requirements

**Date Approved:** FEBRUARY 8 2017

**Job Summary:**

This is an entry-level position responsible for obtaining, storing, preparing, and serving food items at American Legion Post 233. Will also ensure that the kitchen is kept in an orderly, clean, and sanitary condition in accordance with current Department of Health Requirements.

**Key Duties:**

- Maintain the kitchen area in a clean, orderly sanitary condition. File an incident report if kitchen does not meet sanitary standards.
- Keep all dishes, eating utensils and cooking items clean, sanitary and properly stored. Ensure availability of all items necessary to prepare the menu items, coordinating with Canteen Manager for best buy value.
- Label, date and properly store all food items. Properly discard all food items that are past their freshness date.
  
- Maintain organized storage of dry goods, refrigerated and frozen food items.
- Maintain health and safety standards in work area.
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- Maintain proper level of kitchen supplies required, coordinating with Canteen Manager for best buy value.
- Notify the Canteen Manager of any maintenance issues that require attention.

**Knowledge and Education:**

- Learn and understand the day-to-day operational characteristics and capabilities of the Post.
- High School Diploma (or GED equivalent).
- Complete and maintain proficiency as a Food Handler or Food Handler Manager.
- Mathematically proficient and the ability to complete basic equations, associated with accounting spreadsheets via Microsoft software or program currently being utilized.

Employee signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Witness: \_\_\_\_\_

**Physical Requirements:**

Must be able to lift and move supply items up to 35 pounds.

Employee signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Witness: \_\_\_\_\_