

DRAFT

Cafeteria Worker

The Cafeteria Worker provides support to the food service activities at an assigned location with specific responsibilities for preparing and serving food to students and staff while maintaining food service facilities in a safe and sanitary condition. The position reports to the Cafeteria Manager.

Education and Experience:

- Prefer high school diploma or GED with minimal experience in food preparation, cashiering and customer service skills. Proficient in speaking and reading English.

Essential Functions:

- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Preps, cooks and serves food (regular food items, special diets) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.
- Prepares food and beverage items according to standardized recipes and established food preparation procedures (regular menu food items, sandwiches, a la carte items, baked goods, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
- Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cleans bathrooms, floors and walls as assigned by the manager.
- Maintains good customer service while cashiering and serving food.
- Maintains confidentiality of student's status, lunch balances, and informing students of their lunch balances. Collect and reconciliation of money for the purpose of keeping an accurate record of student accounts.
- Inspects food items and supplies for the purpose of verifying quantity, quality and specifications of orders and complying with mandated health standards.
- Maintains equipment, storage areas, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Keeps manager informed about inventories of food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains records and reports: counting and recording the amount of leftovers, number of cans opened. Help to complete production sheets.
- Reports equipment malfunctions for the purpose of items needing repair or replacement.
- Follows all food safety, HACCP, MSDS, USDA, OSHA, time keeping, health department regulations.
- Perform all tasks as assigned by the manager.

Physical Requirements:

- Stand and walk for long periods of time on concrete flooring. To lift 25 pounds and help lift up to 50 pounds. Work in extreme temperatures in hot kitchens and cold freezers. Tolerate loud noises like hood vents.

Special Requirements:

- Essential personnel during delayed openings: During a two hour delay all cafeteria staff are expected to arrive at work two hours later than their scheduled time or by 8:30am, whichever comes first