

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Lead Cafeteria Worker

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. Holds a valid Illinois Food Sanitation Certificate
3. Excellent human relations and communication skills

Reports To: Director of Food Service or designee and Building Principal or designee

Supervises: General Cafeteria Workers

Objective: Manages the daily functions of the cafeteria in order to ensure students receive attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth

Performance Responsibilities:

- A. Supervises the daily activities of the cafeteria
- B. Supervises, directs, and assists with service line set-up
- C. Provides input into evaluation of all food service employees assigned to the school
- D. Assists in the administration of all Board policies, administrative regulations, Board-employee agreements, and federal and state regulations as applicable to the food service operation
- E. Works cooperatively with the building principal(s)
- F. Determines kitchen and food supplies requirements and places orders with suppliers according to District procedures
- G. Educates new employees and substitute employees on kitchen and cafeteria policies and procedures
- H. Assists in the operation of a quality control program as administered by the Director of Food Service
- I. Maintains high standards of cleanliness and management of lunchroom and kitchen facilities
- J. Assists in conducting training and in-service programs as needed
- K. Completes with accuracy, and on a timely basis, all financial records and reports as required
- L. Assists in the development of and implementation of short- and long-range plans and programs in order to improve the efficiency and effectiveness of cafeteria operations
- M. Attends all professional development and other meetings called by the Director of Food Service
- N. Assists in the preparation of food and prepares cafeteria counter
- O. Serves students and staff from the cafeteria counter in an effective and pleasant manner
- P. Removes used dishes and assists in the cleaning of counters, tables, and furnishings in the dining area
- Q. Maintains the trash and garbage collection area in a neat and sanitary fashion
- R. Washes dishes and utensils
- S. Assists in cleaning hot and cold satellite carts as directed
- T. Checks students for accuracy, assuring the correct components are taken for Federal and State reimbursement
- U. Collects and accurately records money deposits from students
- V. Notifies Director of Food Service if intervention is necessary for those students who are over-charging
- W. Prints letters for parents/guardians weekly when students have negative or low fund balances
- X. Performs other related duties, as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Food Service and Building Principal or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Created (with CESP input and consent) January 8, 2014