

TITLE:
FOOD SERVICE CAFETERIA WORKER

Locator Number 5.33

QUALIFICATIONS:

Any combination equivalent to high school diploma or G.E.D. as indicated in the Food Service Five Year Plan, and responsible and varied food service/cashier experience; possess the necessary literacy, computer, and mathematics skills to fulfill the performance responsibilities of the job; good health as evidenced by a physical exam.

REPORTS TO:

Food Service Cafeteria Manager

PRIMARY JOB GOAL:

To serve the students, staff, and guests attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of meal production and applicable district, state, and federal laws, rules, and regulations relating to food service; knowledge of nutrition, sanitation, and food service operation regulations and requirements; ability to effectively use oral and written communication skills and interpersonal skills using tact, patience, and courtesy; ability to meet schedules and timelines; ability to establish and maintain cooperative and effective working relationships with others; ability to operate a computer terminal and software program; ability to work independently with little direction; ability to manually move, shelve, stack, or raise from the floor to table or serving area heavy objects weighing up to 25 pounds; ability and willingness to work in school kitchen area where employees may be exposed to minor cuts, bruises, burns scalds, and extreme temperatures of the hot kitchen and the cold walk-in refrigerators and freezers; ability to work in areas which are often uncomfortable, warm, noisy, wet and slippery.

PERFORMANCE RESPONSIBILITIES:

- Prepares and serves appetizing meals using planned menus and acceptable food service techniques.
- Performs a variety of routine tasks in preparing and serving meals such as slicing meat, making sandwiches, preparing vegetables, baking, using the deep fryer, setting up counters, washing dishes, and making salads.
- Operates a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, dishwasher, and other cafeteria equipment as required.
- Demonstrates acceptable safety, health, and work habits in handling and storing food and supplies.
- Uses commodities extensively in the preparation of meals.
- Stores and maintains food supplies according to age and future use.
- Calls attention to the Cafeteria Manager any defects in the building of equipment, which may be hazardous to students or other school employees.
- Informs the Cafeteria Manager as soon as possible if unable to perform duties.
- Attends in-service meetings or any other meetings required to keep abreast of current food preparation techniques and proper care, usage, and storage of equipment.

- Assumes responsibility for, and knows the procedures of, proper storage and disposal of unused food.
- Assumes responsibility for seeing that the supply of foods offered during the meal serving period is replenished regularly; is able to help back up person replenish food supply when time permits.
- Reports to Cafeteria Manager any faulty or inferior quality food which is received.
- Daily cleans all kitchen equipment, sterilizes all dishes, silverware and utensils, sweeps and mops the floor of the kitchen, and adheres to daily, weekly, and monthly cleaning assignments; assists in the cleaning of tables and ovens; assists in the cleaning of the kitchen bathroom and laundry room.
- Practices proper procedures at all times in handling and storing food and supplies and cleans all storage areas on a regular basis to prevent insect and rodent infestation or food spoilage.
- Dresses appropriately for lunchroom work including wearing a hair covering during the preparation and serving of all foods.
- Remains courteous and pleasant at all times with co-workers, students, teachers, and any other individuals.
- Makes deliveries to and from different schools for needed food and supplies.
- Fills ice cups for tea cart; keeps condiments containers and salt and pepper shakers filled.
- Performs related duties and assumes other responsibilities as may be assigned by the Food Service Cafeteria Manager, The Food Service Director, the Principal, and the Director.

TERMS OF EMPLOYMENT:

Hours per day, days per year, and salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____