

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Lead Cafeteria Worker (Satellite)

Qualifications:

1. Holds a valid Illinois Food Sanitation Certificate
2. High school diploma or equivalent, or compensating experience
3. Ability to bend, stoop, turn, squat, and lift up to thirty (30) pounds
4. 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 and kitchen.
- B. Supervises, directs, and assists in the service of food.
- 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, collective bargaining agreements, and Federal and State regulations as applicable to the food service operation.
- E. Assists Food Service Administration in the employment of cafeteria personnel.
- F. Works cooperatively with the building principal(s).
- G. Prepares and completes inventories on a monthly basis.
- H. Assists in facilitating the District's Food Safety program and Standard Operating Procedures (SOPs) established by Food Service Administration.
- I. Maintains high standards of cleanliness and management of cafeteria and kitchen facilities.
- J. Assists in conducting employee onboarding, 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 Food Service Administration.
- N. Performs General Cafeteria Worker duties as needed.
- O. 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 or designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created September 11, 2000
Last Revised (with CESP input and consent) August 9, 2022