

**NORTHRIDGE LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>SUBSTITUTE CAFETERIA WORKER</b>	<b>File 804</b>
<b>Reports to:</b>	Food Service Supervisor and Cafeteria Manager	
<b>Job Objectives:</b>	Performs a variety of assigned food service duties. <i>Note:</i> Assignments are non-binding. Duties may change without prior notice to address unexpected circumstances or pressing food service needs.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or GED.</li><li>· Meets all mandated health requirements.</li><li>· Documented evidence of a clear criminal record.</li><li>· Available and able to promptly report for work when called.</li><li>· Self-directed and able to learn required skills for the position.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Checks with the supervisor for assignments and/or instructions. Carefully follows all directions. Learn skills needed to perform all assigned duties. Seeks advice when expectations are unclear.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Promotes a favorable image of the school district.</li><li>· Assists with deliveries. Organizes, stores, dates, and rotates stock as directed.</li><li>· Helps other staff as needed to meet established schedules. Carefully uses supplies. Ensures compliance with all food preparation regulations (e.g., food temperatures, sanitation procedures, etc.).</li><li>· Sets up serving lines and replenishes supplies as directed.</li><li>· Properly stores or disposes of leftover food.</li><li>· Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, accidental spills, etc.). Stores supplies and equipment as directed.</li><li>· Learns how to operate the fire suppression system.</li><li>· Promotes a positive image of the food service program. Wears appropriate work attire and maintains a neat appearance.</li><li>· Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Assists with special district events and rental groups when assigned.</li><li>· Reports student discipline problems, vandalism, or other related concerns.</li><li>· Promptly documents all accidents/injuries.</li><li>· Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.</li><li>· Reports evidence of suspected child abuse as required by law.</li><li>· Maintains a positive and courteous attitude when dealing with others.</li><li>· Accepts responsibility for personal decisions and conduct.</li><li>· Strives to develop rapport and serve as a positive role model for others.</li><li>· Performs other specific job-related duties as directed.</li><li>· Completes Public School Works training as required by the district.</li></ul>	
<b>Abilities Required:</b>	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>· Demonstrates professionalism and maintains a positive work attitude.</li><li>· Carries out prescribed activities efficiently.</li></ul>	

- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves food service supplies and equipment. Performs repetitive tasks quickly.
- Distinguishes variances in color, texture, aroma, and taste.
- Performs activities that may require reaching, crouching, kneeling, and/or crawling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Exposure to wet floors, kitchen temperatures, vapors, and odors.
- Exposure to loud noises and equipment vibrations.
- Duties require operating kitchen equipment and exposure to electrical hazards.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Northridge Local School District Board of Education.

The Northridge Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: 11/20/00

Revisions Approved: 03/09/15

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date