



## **JOB DESCRIPTION**

|                      |                                |                      |                      |
|----------------------|--------------------------------|----------------------|----------------------|
| <b>Job Title:</b>    | Cafeteria Specialist           | <b>Status:</b>       | Non-Exempt           |
| <b>Reports to:</b>   | Campus Child Nutrition Manager | <b>Terms:</b>        | 176 days             |
| <b>Pay Grade:</b>    | Auxiliary Pay Grade 2          | <b>Salary:</b>       | \$13.55-15.94 Hourly |
| <b>Dept./School:</b> | Child Nutrition                | <b>Date Revised:</b> | May 9, 2025          |

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### **Primary Purpose:**

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

### **Qualifications:**

#### **Education/Certification:**

High school diploma of equivalent  
Prior experience in school nutrition service preferred  
Desire to pursue food service certification

#### **Special Knowledge/Skills:**

Ability to maintain a safe work environment  
Knowledge of food preparation and sanitation in food service  
Ability to operate and clean specialized equipment properly  
Ability to work well with manager and other personnel  
Strong organizational and planning skills  
Knowledge of computerized point of sale systems preferred  
Ability to work quickly and efficiently in very noisy surroundings

#### **Experience:**

### **Major Responsibilities and Duties:**

1. Correctly prepare food according to recipes and manager's request
2. Batch cook between classes
3. Stock milk boxes and supplies prior to serving
4. Serve food to children on the serving line when assigned
5. Insure quality and appearance on the serving line- presentation
6. Restock food on serving line as needed
7. Restock milk boxes between classes
8. Carry out assigned cleaning duties
9. Wash pots and pans used in preparation and serving
10. Mop and sweep kitchen and serving areas
11. Put away all grocery items promptly
12. Clean restrooms and locker room when assigned
13. Clean walls on serving lines as needed
14. Wipe steamers, stove top, and kettles
15. Wash and stack clean lunch trays
16. Once a week, clean ovens, racks, and carts
17. Wipe off walls around pot sink disposal
18. Label, date and store all leftovers
19. Clean all sinks in serving areas, milk boxes, and stoves daily
20. Take steamers apart, wash all parts, and replace metal parts
21. Dust contents of pantry, sweep and mop pantry
22. Clean all metal shelves in kitchen refrigerator and discard any outdated food, juice, or milk
23. Employees are expected to be regular in attendance and to be at assigned workstations throughout the day
24. Employees are subject to transfer and reassignment by the Director of Child Nutrition based on the needs of the district

25. Any other duties as assigned by the supervisor.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher and food utility cart.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

- Lift heavy boxes, groceries, supplies and milk crates (up to 50 lbs.)
- Must withstand extreme temperatures hot and cold
- Must withstand harsh chemicals associated with cleaning cafeteria
- Standing for long periods of time
- Bending and squatting frequently
- Must be able to wear plastic gloves for long periods of time

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_