

# Goochland

## COUNTY PUBLIC SCHOOLS

<b>JOB TITLE:</b> Cafeteria Substitute	<b>WORK SCHEDULE:</b> As Needed
<b>REPORTS TO:</b> Cafeteria Manager and Food Services Supervisor	<b>EMPLOYMENT STATUS:</b> Classified
<b>FLSA STATUS:</b> Non-Exempt	<b>SALARY RANGE:</b> \$12.00/hour

### Summary

Provides nutritious and appealing meals to students, school personnel and visitors.

### Essential Duties and Responsibilities

- Promotes safe work practices and procedures.
- Prepares food according to standardized recipes and established food preparation procedures.
- Transfers supplies and equipment between storage, work, serving and cleaning areas in an appropriate manner.
- Stores food in designated areas, following HACCP (Hazard Analysis Critical Control Points) procedures for TCS (Time and Temperature Control) foods. Labels and dates all food items.
- Properly discards following SOP'S (Standard Operating Procedures).
- Courteously serves food with accuracy and speed while adhering to portion control, safety and appearance standards.
- Maintains kitchen work areas, equipment and utensils in clean and orderly condition.
- Sweeps and Mops floors.
- Washes and sanitizes all work tables, walls and equipment as directed.
- Washes and sanitizes pots and pans according to established procedures.
- Accepts payment for food using the POS system with accuracy and speed while adhering to procedures.
- Follows trash disposal procedures.
- Reports equipment and supply malfunctions to Cafeteria Manager.
- Attends in-service training sessions.
- Adheres to uniform and personal hygiene requirements.
- Models non-discriminatory practices in all activities.
- Performs other job duties as assigned by Cafeteria Manager and Food Services Supervisor.

**Qualifications**

- Candidate must be able to follow oral and written directions and have the ability to get along well with others.
- Candidate should have the ability to lift 35-50 pounds, perform repetitive motion and be able to stand for entire shift (excluding break).

**Education and/or Experience**

- High school diploma or general education degree (GED). (required)

**Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and group situations.

**Reasoning/Other Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**Physical Demands**

- Must have the physical ability to lift 35-50 pounds, perform repetitive motion to include standing, sitting, reaching, lifting, walking, bending, climbing and tolerate various chemicals and climate conditions.

**Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Evaluation**

- Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.