

HAMILTON SOUTHEASTERN SCHOOLS

JOB DESCRIPTION

POSITION: CAFETERIA EMPLOYEE - FULL AND PART-TIME

JOB GOAL: To participate in the preparation, cooking and serving of a variety of foods, ensuring that a quality, cost effective lunch program is offered to students and staff. Clean and sanitize assigned kitchen work areas daily.

Reports to: Cafeteria Manager

PERFORMANCE RESPONSIBILITIES:

Food Preparation and Service:

1. Prepare all entrees, fruits, vegetables, breads, desserts, salads and ala carte items daily as directed by the Cafeteria Manager, following manufacturer's and/or Director's specifications/directions. Maintain a consistent, high quality product.
2. Prepare and serve a variety of foods to a demanding clientele.
3. Rotate stock items on a regular basis; keep storeroom, freezer and cooler clean and organized.
4. Utilize work simplification techniques and practices cost containment techniques.
5. Operate and maintain a variety of kitchen equipment in an efficient, effective and safe manner.

Sanitation:

1. Wash, rinse, sanitize and properly store all kitchen equipment, appliances, cookware, serving utensils, eating utensils and lunch trays after each use.
2. Check to make sure food temperatures are adequate on the serving line and record temperatures at the appropriate time intervals.
3. Clean and sanitize work areas and food/supply storage areas.
4. Ensure that the kitchen will pass Board of Health/OSHA Inspections.

Teamwork:

Promote a friendly, inviting atmosphere for all customers and visitors.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.

Other Skills and Abilities: Ability to work in a professional, friendly manner with coworkers and students. Ability to establish and maintain effective, positive working relationships with students, staff and community. Ability to perform duties with awareness of all district and departmental requirements and policies. Ability to perform job effectively and communicate in a noisy work environment.

Physical Demands: The employee is frequently required to walk and continuously required to stand for periods of time while performing the duties of this job. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds at a time. Specific vision abilities required by this job include close vision and depth perception and peripheral vision and color vision.

Work Environment: While performing the duties of this job the employee occasionally will walk on slippery surfaces. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

I have been given, have read and do understand the job description which describes the essential functions of the job which may include physical and environmental demands, job tasks, job skills, work movements and job requirements for the position.

_____ Yes _____ No

With or without reasonable accommodation, are you able to perform the essential functions of the job for which you are applying?

_____ Yes _____ No

(If you are chosen as the most qualified individual, you will be required to demonstrate the ability to perform the essential functions of the job.)

Signature

Date