

<p style="text-align: center;">Huntingdon Area School District</p> <p style="text-align: center;">2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652</p>	<p style="text-align: center;">Cafeteria Helper Date Board Approved 11/18/2024</p>
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Title: Cafeteria Helper

Reports to: Director of Food Service/Building Principal and or Superintendent

Job Summary: The primary function of a Cafeteria Helper is to assist the cafeteria staff by maintaining a clean and organized environment, as well as supporting food preparation and distribution. The cafeteria staff is responsible for creating a safe and welcoming environment for all stakeholders by adhering to district policies and food safety guidelines, ensuring high-quality customer service.

Supervisory Responsibilities: None

Essential Functions:

- Assists with food preparation and serving
- Responsible to adhere to proper sanitation procedures in all areas of food service operation
- Responsible to replenish food, beverage and supplies to the serving line
- Responsible to understand and know how to operate all food service equipment
- Responsible to ensure adherence to appropriate inventory and receiving procedures
- Responsible for reading through and implementing the instructions outlined in the menu.
- Responsible to ensure accurate data reporting regarding food usage sheets and production records; food temperatures and supplies used
- Responsible to operate the cash register and balance the cash drawer and the entry of daily monies
- Responsible for dishwashing
- Responsible to clean tables after each meal service
- Must complete all mandatory training specified by the district and contracted services.
- Other duties as assigned by supervisor

Qualifications:

- Experience working in food service setting preferred
- Must have a High School Diploma or equivalent
- Must have a basic understanding of technology platforms such as Google docs and email
- Must be able to effectively communicate through multiple channels of communication
- Must be able to demonstrate basic math skills

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry up to 40 lbs.
- Must be able to walk/move/sometimes run throughout the work environment
- Standing for extended periods of time

Work Environment:

- Subject to extreme hot and cold environmental conditions
- Subject to inside/outside environmental conditions
- Subject to wear gloves, gloves, hair net, non slip shoes and long pants

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented, flexible
- Must be able to work in an environment with frequent interruptions
- Must be able to work as a member of a team
- Must be able to work independently
- Must be detail oriented

Cognitive Ability:

- Follow written and verbal directions
- Read and write fluently
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment
- Possess conflict mediation skills

Terms of Employment: 180 days

Salary and benefits:

- Salary to be determined by the Huntingdon Area Educational Support Professionals Association current contract

Evaluation:

- Annually by Supervisor