

**Job No.: 7301**

**Reports to:** Director, CNS

**Dept./Campus:** CNS

**FLSA Status:** Non-exempt

**Pay Grade:** 703

**Term:** 184 Days

**PRIMARY PURPOSE:**

To ensure that high quality, nutritious meals are provided to students in a safe and sanitary environment. May assist in overseeing (in absence of CNS Team Lead) campus food service operations in accordance with department rules and regulations.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Assist other workers in how to set up, serve, and replenish food from counters and steam tables and break down stations at the end of the meal period.
- Ensure that all necessary production is taking place and quality is at prescribed levels.
- Must be well versed in sanitation standards and cash handling procedures.
- Follow and lead others to follow all school district, health department and Southwest Food Service Excellence regulatory rules and procedures.
- Ensure all correct procedures are followed, and paperwork completed, including but not limited to ordering, inventorying, production planning, work scheduling, safety training, and cash handling.
- Assist with training all employees in food safety, physical safety, food preparation, cash handling, standards adherence and other CNS procedures to ensure the safety, well-being and work output of others.
- Assist with managing food and labor costs as it relates to the overall operation of the campus cafeteria.
- Ensure that all necessary paperwork is completed, along with ordering and inventorying food and supplies for kitchen operation.
- Receives stock; assists in maintaining an accurate inventory; puts up food and supplies on shelves and dates them; rotates stock as necessary; and identifies food and supplies to be ordered.
- Sets up serving line and serves meals to students and staff.
- Operate cash register during breakfast and lunch.
- Assist with kitchen duties between cashiering responsibilities when time permits.
- Removes soiled dishes; cleans up the serving line; mops, sweeps, and operates the dishwasher; assists with all other work necessary to restore the kitchen, eating, and storage areas to sanitary standards.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

- In the absence of the Team Lead, may provide some oversight of food service workers in daily operation of cafeteria.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Graduation from an accredited high school or GED.
- Food Handler/s Card from Williamson County or Travis County Health Department.
- Valid Texas Class "C" Operator's Driver's License. Driving record must meet district standards for driving district vehicles.

- Minimum six months' experience in food service required and one year food service lead experience preferred.

**Knowledge/Skills/Abilities:**

- Knowledge of food preparation and serving practices; kitchen safety and sanitation standards; and simple arithmetic.
- Skills in food preparation; planning; organization; communication; and operating kitchen equipment and utensils.
- Ability to add and subtract two-digit numbers, calculate, multiply and divide with 10's and 100's using US Dollars; read menus and follow directions, both oral and written; problem solve basic kitchen and team related challenges.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Ability to multi-task.
- Work in kitchen environment where temperatures are sometimes high.
- May be exposed to cold and freezing temperatures.
- Must be able to work around equipment producing steam and hot temperatures.
- May be exposed to strong smells from food products.
- May be exposed to intermittent sounds of a loud nature.
- Move about on wet or slippery floors.
- Needs to be able to move kitchen and food supplies up to 50 pounds regularly.
- Must be able to stoop, kneel, sit and bend to perform cafeteria duties.
- Needs to be able to move around kitchen and cafeteria to prepare food and assist in cafeteria management.
- Must be able to stand in stationary position for sustained periods of time.
- Maintain composure and professionalism at all times.