

**Job No.:** 7402

**Reports to:** Director, CNS

**Dept./Campus:** CNS

**FLSA Status:** Non-exempt

**Pay Grade:** 704

**Term:** 184 Days

**PRIMARY PURPOSE:**

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**

- Lead and assist others to set up, serve, and replenish food from counters and steam tables and breaking 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 uphold all school district, health department and food service management company's regulatory rules and procedures.
- Ensure that all necessary paperwork is completed, along with ordering and inventorying food and supplies for kitchen operation.
- 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.
- Assist 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 in compliance with state regulations.
- Operate the cash register during breakfast and lunch while following all district cash handling guidelines.
- 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, will 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.
- One year's 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.
- Skill 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. Able to read menus and follow directions, both oral and written. Ability to 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.
- 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.