

Lincoln Parish Schools
Job Description
2025-2026

TITLE: Cafeteria Clerk/Technician

QUALIFICATIONS: High School Diploma or GED; ability to read, write and follow directions and perform simple technology tasks, perform simple math functions (add, subtract, multiply, divide, fractions, decimals), and use technology/software programs

REPORTS TO: Cafeteria Manager and Child Nutrition Program Supervisor

JOB GOAL: To perform all tasks required to serve and prepare meals to students based on recipes and state requirements and complete cleaning and sanitation tasks within the kitchen setting as required.

TERMS OF EMPLOYMENT: 9.5-Month, 35 hours per week (6:00 - 1:30 with 30 minute lunch or 6:30-2:00 with 30 minute lunch)

EVALUATION: Performance Evaluation annually

COMPENSATION: Cafeteria Clerk Salary Schedule (Table 1)

PHYSICAL DEMANDS:

1. Ability to continuously stand or walk.
2. Ability to bend, climb stairs and lift frequently.
3. Ability to lift up to 45 pounds frequently.
4. Ability to squat occasionally.

PERFORMANCE RESPONSIBILITIES:

1. Meet the demands of an institutional cook which includes producing large quantity recipes.
2. Utilize different cooking methods which include scratch, batch, and convenience items.
3. Follow standardized recipes to ensure nutritional requirements per federal guidelines.
4. Safely operate cooking equipment, including but not limited to ovens, range top, steamers, tilt skillet, mixer, slicer.
5. Store food and supplies properly per guidelines.
6. Perform all cleaning duties as assigned.
7. Serve students, staff, and visitors during meal periods, providing quality customer service.
8. Follow directions (written and verbal).
9. Work well with others in a team environment.
10. Work as scheduled and attend meetings and training as necessary/required.
11. Cooperate with school officials and parents.
12. Ability to work as scheduled and attend meetings and training as necessary/required.
13. Implement meal collection procedures; prepare accurate daily records of meal participation and income; prepare and make daily deposits.
14. Prepare end of month forms or reports and turn in to the Child Nutrition office on dates due.
15. Ensure free and reduced applications are filled out completely, screened, and then turned in to the Child Nutrition office the day they are received.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.

2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Lincoln Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Lincoln Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

