Job Description
Cafeteria Worker I

Revision Date: May 1, 2022
Implementation Date: May 1, 2022
Approval Date: May 1, 2022
Location: Elementary Schools and Beman Middle School
Reports to: Food & Nutrition Manager

Theory of Action for Middletown Public Schools:
If Middletown believes that every student has the right to quality, student-centered education, THEN adults will cultivate creative, accessible, and innovative structures and opportunities with students, AND every student will demonstrate personalized growth and achieve at high levels to thrive in life.

Broad Function:
The purpose of this position is to prepare and serve meals and to clean kitchen areas in accordance with regulations and requirements. The work is performed under the direction of the Cafeteria Lead I and the Food and Nutrition Manager.

Responsibilities and Duties:
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

● Prepares kitchen areas for daily operation, rotates food according to safety standards following the First In First Out Procedures
● Prepares and serves breakfasts and lunches; prepares main line and ala carte menus according to recipes and regulations and requirements.
● Serves meals to students in accordance to all federal, state and local guidelines for all Child Nutrition Programs in which the school participates in
• Prepares and processes daily paperwork; prepares deposits of money collected from sales; prepares weekly itemization of lunch, breakfast and milk counts;
• Cleans and sanitizes kitchen areas and equipment in accordance with requirements and regulations.
• Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, daily notices, menus, recipes, count sheets, deposit slips, free/reduced lists, temperature guidelines and general operating manuals.
• Requires the ability to communicate orally and in writing with the Cafeteria Lead and all other food service workers, students, teachers, principal, and school staff.

Qualifications and Experience:
• High school diploma or equivalent with six months of food service experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
• Must obtain Food Safety Manager Certification within 90 days of hire/promotion.

Salary & Compensation:
• AFSCME Local #1467
• Salary Grade 3

Physical and Mental Demands / Work Environment:

Language Ability and Interpersonal Communication

• Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
• Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
• Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, daily notices, menus, recipes, count sheets, deposit slips, free/reduced lists, temperature guidelines and general operating manuals.
- Requires the ability to communicate orally and in writing with the Cafeteria Lead and all other food service workers, students, teachers, principal, and school staff.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as kitchen equipment and machines, cash register, calculator, and/or materials used in performing essential functions.

- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as preparing food.

- Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to fifty pounds.

- Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and ingredients.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

**Disclaimers:**

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification. This
job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Connecticut requires that any person (teachers, administrators, special service staff members, teachers’ aides, custodians, cafeteria employees, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Certification and Professional Development.

**STATEMENT OF NON-DISCRIMINATION**

The Middletown Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, ancestry, alienage, sex, gender identity or expression, sexual orientation, disability or pregnancy in any of its education programs, activities, or employment policies. All educational programs and offerings, including vocational education and extracurricular activities, subscribe to this policy. Dr. Jada Waters, Director of Diversity, Equity, and Inclusion, has been designated to handle inquiries regarding the district non-discrimination policies and may be reached at 372 Hunting Hill Avenue, Middletown, CT 06457; phone (860) 638-1469; email watersj@mpsct.org.