POSITION TITLE: CAFETERIA WORKER I

SALARY RANGE: $15.85 - $21.38 per hour

SALARY GRADE: Maximus Grade: 3

POSITION PURPOSE: 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES (examples of): 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: 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.

LOCATION OF VACANCY: BOARD OF EDUCATION – WESLEY ELEMENTARY SCHOOL

HOURS OF WORK: 8:15 A.M. – 2:00 P.M. (Monday – Friday) 28.75 hours per week

ELIGIBILITY INFORMATION: Open to all eligible members of AFSCME Local 1467 who are employees of Middletown Public Schools who are interested in applying for a transfer or demotion, Departmental Promotion, or District-Wide Promotion must submit an application no later than the date established in this announcement. Applications will be given consideration according to the priorities established in the appropriate Union contract and/or the District’s Personnel Rules.

COMPLETE JOB DESCRIPTION AND APPLICATION FORMS: In order to be considered for this position, you must submit an application during the posting period via the online application portal. To apply for this position, please go to Middletown Public School’s career portal located at: https://www.applitrack.com/mps1/onlineapp/default.aspx. Please contact Human Resources should you have any concerns 860-638-1448; Talent@mpsct.org

CLOSING DATE: Completed Online Applications must be submitted on the portal no later than 4:00 p.m. August 28, 2023.

EXAMINATION: May include a rating of Written 100% or Oral 100% or Written 50% and Oral 50% for 100% or Training and Experience rating of 100% or Performance of 100%.

Middletown Public Schools provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER