



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

## JOB DESCRIPTION

**Title:** Cafeteria Worker

**Qualifications:**

- High school diploma or GED, preferred.
- 18 years of age.
- Ability to read, write and to understand directions and communicate with students and staff.
- Ability to physically move about the cafeteria and kitchen.
- Ability to repetitively lift 50 pounds, using proper lifting techniques.
- Food service experience preferred, but not required.
- Ability to endure working in a hot kitchen and be on your feet most of the day
- Ability to work during school Calendar: hours vary depending on school between 6:45am – 3:00 pm
- Transportation to work.

**Reports to:** Cafeteria Manager/Food Service Department

**Performance Responsibilities:**

The cafeteria worker prepares and serves cafeteria food, and maintains the kitchen & Serving area in sanitary condition. Food Service Supervisors places in the open positions but hiring is dependent on managers recommendation and evaluation.

- Good listening skills while being trained on the job by manager or fellow employee.
- Able to change tasks when asked.
- Prepares all menu items using established departmental policies and procedures.
- Assures presentation of all menu items adhere to established standards for flavor and appearance.
- Assures all menu items are prepared according to health and food safety standards and regulations.
- Assures menu items are prepared in sufficient quantities to satisfy volumes needed for day.
- Performs other related duties as required by cafeteria manger.
- Provides services to staff, students, faculty and parents in a friendly and efficient manner.
- Serves food in proper pre-determined portion sizes.
- Serves food that is the correct serving temperature and quality. Any substandard quality food must be brought to the attention of the food and nutrition manager and properly discarded.

- Sets up, maintains and breaks down serving lines.
- Receives deliveries when assigned, putting items away in the proper place
- Develops and maintains adequate food/supplies, letting the manager know when orders are required.
- Cleans cafeteria serving area continually.
- Cleans prep work area before and after preparing food for the day.
- Maintains appearance of all equipment, utensils and floors by proper usage and cleaning.
- Attends in-service training, SFS training, etc. for the purpose of gathering information required to perform job functions.
- Keeps accurate record of food used and leftover at the end of the day and gives written report to manager
- Good communication skills
- Ability to plan ahead while serving letting the cooks know when more product needs to be made in a timely manner.
- A team player, willing to do whatever is needed in the kitchen without complaint.
- Addresses problems and concerns but knows when to get the manger involved. Fully communicates issues to manager.
- Able to keep and maintain a fast production pace to ensure jobs are completed efficiently.
- Takes personal responsibility for own actions, keeping an open communication with manager, asking for and offering help when needed
- Reports to work on time and is rarely absent Follows all MSD Lawrence Township & Food Service handbook protocols
- Ability to maintain a positive and professional relationship with co-workers; cultural sensitivity and ability to relate well and effectively in diverse workplace and with a diverse population.

**Cashier Duties: In addition to above if prepping food before service (once trained, if interested in learning please speak to manager).**

- Maintain accurate cash drawer at all times.
- Ability to do simple math.
- Write down any cash deposits made by staff, students, faculty or parents of \$3 or above; unless instructed otherwise by manager.
- Puts student ID, keypad number or universal pin on all check deposits or money orders.
- Make phone calls to parents with student negative balance (Head Cashier & Manager only), keeping records of phone calls made.
- Send letters to inform parents of negative balance (Head cashier & Manager only).
- Make notes of any mistakes or issues that arise immediately and turn into head cashier or manager.
- Count down drawer at end of day and turn into manager's office.
- Maintain a clean area on and around register.
- Restock lines or other duties as assigned by manager during "down time" between serving.
- Roll all coins, going to other registers if necessary to get change.

- Count hold money at the beginning of service and replenish at the end of the day – “buying” from bank if needed.
- Good communication skills when dealing with customers, maintaining a smile and friendly attitude even when dealing with difficult students. Prefer to use students name listed on the point of sale screen.
- Maintains students’ confidentiality within conformance of IDOE and food service guidelines