

Mt. Lebanon School District	
Job Description	
Position	General Cafeteria Worker
Classification	Non-Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Cafeteria Education Support Professionals Association
Work Hours/Year	Hours per day as specified by assignment, following the Board approved school calendar
Reports To	Food Services Director, Food Service Operation Manager, and/or Building Principal
Summary General Cafeteria Workers provide frontline customer service to students, staff, and other visitors who patronize the school cafeterias. Workers frequently collaborate and engage with other members of the food services team and members of the school community to ensure a positive and healthy purchase, dining, and/or catering experience, and to ensure that all school lunch program requirements and district wellness policy guidelines are being met.	
Essential Functions <ul style="list-style-type: none"> ▪ Prepare, serve, and store food according to proper handling and safety procedures. ▪ Stock food, beverage, and paper product stations. ▪ Operate a cash register and handle monies in accordance with proper accounting procedures. Monitor for proper pricing and make corrections as needed. ▪ Set up and cleanup of dining, serving, storage, and prepatory areas. ▪ Wash dishes and serving materials. Operate a dishwasher. ▪ Maintain a clean work station at all times. ▪ Prioritize assigned tasks to meet service needs in a timely manner. ▪ Work with minimum supervision. ▪ Perform repetitive functions. May involve lifting, pushing, carrying items that weigh up to 50 lbs. ▪ Be aware of an exercise caution and safety measures when working with equipment that may cut, burn, or otherwise harm staff. ▪ Make management aware of failing, faulty, or unsafe equipment or conditions. ▪ Bring appropriate concerns and suggestions to the attention of management. ▪ Perform other duties as assigned by the Food Services Director, Food Services Operations Manager, and building principal, or their designees. 	
Qualifications <ul style="list-style-type: none"> ▪ High school graduate or equivalent (GED). ▪ State mandated renewable background clearances and trainings for employment in PA public schools. 	
Competencies <ul style="list-style-type: none"> ▪ Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, staff, and other members of the school community. ▪ Must be able to take direction from and collaborate productively with other staff members. ▪ Must be able to maintain a calm demeanor and attitude when working with colleagues, patrons, and vendors. ▪ Must be able to work in an environment with frequent interruptions. ▪ Must be able to exercise good judgment as it pertains to the job. 	

- Must be able to demonstrate patience and tolerance for repetition.
- Must be able to learn and apply new skills.
- Must appropriately handle confidential information.

Work Environment

Typical school cafeteria, including kitchen, office, dishwashing, prepitory, service, and storage areas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a cash register, computer, and food service equipment. The employee may be required to lift, carry, push, and/or pull objects up to 50 lbs. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.