

MSIS COURSE/WORK CODE(S):

751025 - Cafeteria Worker - Responsible for preparing and serving meals in the cafeteria. Also, cafeteria clean-up staff.

Required Endorsement(s): None

QUALIFICATIONS:

1. High School Diploma or General Education Diploma (GED) required and
2. Other qualifications as may be established by the Board of Trustees and the State Department of Education.

PREFERRED QUALIFICATION(S):

Prior experience in a related food service position.

Must successfully complete any annual training requirements for school nutrition employees as specified by the U.S. Department of Agriculture - Food and Nutrition Service and the Mississippi Department of Education Office of Child Nutrition Programs.

COMPETENCIES:

1. Dexterity
2. Listening and Communication Skills
3. Physical Stamina
4. Physical Strength
5. Comprehension
6. Sense of Taste and Smell

REPORTS TO:

Child Nutrition Supervisor and Child Nutrition Manager

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibility.

JOB GOAL:

Efficiently serve students and faculty of the district appetizing, as well as nutritious meals, in an atmosphere of cleanliness and warmth. Maintain and promote a positive attitude and demeanor with students, co-workers, and other staff members. Prepare food and/or meals to meet mandated nutritional and projected meal requirements in a timely manner. Assist the child nutrition manager with day-to-day operations of the cafeteria.

PERFORMANCE RESPONSIBILITIES:

1. Greet, interact and serve students by answering any questions about food items.
2. Attend all meetings and workshops arranged by the child nutrition manager or child nutrition supervisor.
3. Clean and sanitize all kitchen facilities, equipment, supplies, utensils and dishes.
4. Retrieve, operate and store commercial kitchen equipment (i.e. blenders or slicers).
5. Read and follow standardized recipes.
6. Weigh, measure and/or mix ingredients.
7. Prepare hot and/or cold foods for cooking such as fruits, vegetables, meats, poultry and seafood.
8. Handle, bake, grill, fry, boil, steam, arrange, and/or garnish food.
9. Prepare hot and cold beverages accordingly which may include operating a commercial coffee carafe.
10. Store food in designated areas to ensure freshness.
11. Take and record food temperatures.
12. Establish food preparation procedures for the purpose of meeting mandated nutritional and projected meal requirements.
13. Accept forms of payment from students, faculty and/or guests of the cafeteria and dispense change as needed.
14. Operate and balance cash register.
15. Maintain accurate records and reports which includes but is not limited to the following:
 - Counting and recording the amount of leftovers and food use
 - Reconciling money
 - Tracking account balances
 - Informing students of their lunch balances
16. Process food shipments into the cafeteria which includes checking for quality.
17. Unload/lift heavy food supply boxes which can weigh up to 50 pounds.
18. Maintain inventory and verify orders by signing and dating invoices accordingly.
19. Replenish and stock shelves.
20. Follow Standard Operation Procedures as written at each school site for food preparation and service.
21. Apply Hazard Analysis Critical Control Points (HACCP) principles that include methods for the following:
 - Documenting menu items in the appropriate HACCP process category
 - Document Critical Control Points of food production
 - Monitor temperature control

- Establish and document corrective actions
 - Recordkeeping
22. Serve as a food safety resource for your school by providing food safety information demonstrations and/or workshops and by promoting your school's food safety efforts and accomplishments.
 23. Maintain high standards of personal hygiene and sanitation.
 24. Work quickly and safely with sharp objects.
 25. Use proper knife techniques for cutting, chopping and dicing.
 26. Follow, at all times, instructions given by the child nutrition manager. Cooperating with others within the child nutrition department as well as faculty, students, and guests.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching and/or crawling; and or significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing. Must be able to lift up to 50 pounds. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions are normal for a cafeteria/food service and kitchen environment. This job operates in a fast-paced indoor kitchen environment, housed with commercial kitchen equipment such as ovens, stoves, and dishwashers. The employee is frequently exposed to heat, steam, and noise. Exposure to changing temperatures inside and outside, routine lifting and occasionally in excess of 50 pounds, handling a variety of cooking utensils and supplies, operating cooking equipment, exposure to moving components of cooking equipment, and the exposure to cold and hot liquids. This role requires interaction with adults and children in a school cafeteria environment daily.

OTHER:

This job description does not represent an inclusive list of all duties encompassed in this position, but rather serves as a tool to assist the employee in this position. The existence

of this job description, or any other job description, does not in any way negate the "at will" employment status.

TERMS OF EMPLOYMENT:

In accordance with the *185-Day Workday Calendar* and current salary schedule as approved by the Board of Trustees. Work days may include non-scheduled summer days on an as-needed basis contingent upon the district's participation in the Summer Food Service Program (SFSP).

Work hours may include evenings, weekends, and holidays on an as-needed basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Board policy on evaluation of support staff.