

|                    |                   |                   |           |
|--------------------|-------------------|-------------------|-----------|
| <b>JOB TITLE:</b>  | Cafeteria Worker  | <b>STATUS:</b>    | Nonexempt |
| <b>REPORTS TO:</b> | Cafeteria Manager | <b>TERMS:</b>     | 178 days  |
| <b>DEPARTMENT:</b> | Food Services     | <b>PAY GRADE:</b> | 301       |

---

**PRIMARY PURPOSE:**

Responsible for preparing appropriate quantities of food to meet menu requirements and maintaining high standards of quality in food production, sanitation, and safety practices.

**QUALIFICATIONS:**

**Education:**

Ability to understand instructions for food preparation and safety procedures

**Special Knowledge/Skills:**

Working knowledge of kitchen equipment and food production

**Experience:**

None

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Prepare quality food according to a planned menu of tested, uniform recipes.
2. Supervise the storage and care of food items and supplies; maintain a clean and organized storage area.
3. Care for and use equipment in a safe and efficient manner.
4. Serve food according to meal schedules, departmental policies, and procedures.
5. Maintain garbage collection containers and areas in a neat and sanitary fashion.
6. Follow established procedures to ensure standards of cleanliness, health, and safety.
7. Handle and record cashier functions accurately.
8. Assist in recording food requisitions and request orders of necessary supplies.
9. Maintain personal appearance and hygiene.
10. Promote teamwork and interaction with fellow staff members.
11. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
12. Perform other duties as assigned by director of food services.

**EQUIPMENT USED:**

Uses large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, and sharp cutting tools; ovens; dishwasher; and food and utility carts

**WORKING CONDITIONS:****Mental Demands:**

Understands verbal instructions

**Physical Demands/Environmental Factors:**

Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder); moderate lifting and carrying; moderate exposure to extreme hot and/or cold temperatures. Able to lift up to 35 pounds.

---

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date