

# PEMBERTON TOWNSHIP SCHOOLS

## Job Description -- Classified

**POSITION:** Cafeteria Aide (4 hours)

**DEPARTMENT:** Food Services

**QUALIFICATIONS:**

1. High School diploma/equivalent
2. Previous experience or training preferred
3. Demonstrated aptitude or competence for assigned responsibilities
4. Must meet physical requirements of position.

**REPORTS TO:** Food Services Supervisor

**OVERALL RESPONSIBILITY:**

To assist as directed in operation of cafeteria.

**ESSENTIAL AREAS OF RESONSIBILITY:**

1. Operates dishwasher and performs required periodic cleaning of unit and assures proper control of water temperature at all times.
2. Maintains the trash and garbage collection area in a neat and sanitary fashion.
3. Performs related duties as required including duties at special meal functions.
4. Cleans equipment and handles supplies in a safe, proper and efficient manner.
5. Cooperates and assists with other kitchen personnel in daily cleaning, sanitizing and keeping safe the entire food service facility and cafeteria.
6. Handles properly all dishes, silverware, and utensils.
7. Becomes familiar with other kitchen personnel duties and responsibilities and may be called upon to assist or take over in the absence of the regular employee.
8. Complies with all Department of Health and other employment agency regulations.
9. Scan student id's at point of sale.
10. Performs all duties in a courteous and cooperative manner.
11. Performs other duties as assigned by the Head Cook or Food Service Supervisor, which shall fall within the scope of his/her employment.

**TERMS OF EMPLOYMENT:**

Hourly wage and work schedule as determined by the Pemberton Township Board of Education (not to exceed 4 hours per day).

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township School District as needs necessitate. Further, this job description does not constitute a written employment contract.

Cafeteria Aide: 4 hours

**EVALUATION:**

Job performance shall be evaluated in accordance with the Board's policies and procedures.

Adopted by: Pemberton Township Board of Education

Date: September 26, 1996

Revised: January 23, 1997

Revised: February 6, 1997

Revised: September 26, 2002

Revised: August 26, 2021