

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

## **JOB DESCRIPTION**



<b>Position:</b>	Cafeteria Substitute
<b>Reports to:</b>	Director of Food & Nutrition
<b>Employment Status:</b>	As needed
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Support the Cafeteria Manager and other staff to achieve a clean, nutritious, and pleasurable cafeteria experience for students. Provide general cafeteria assistance as instructed by Director.

**NOTE:** The below lists are not in order of importance

### **Essential Functions:**

- Ensure safety of students
- Assist in preparation of food
- Maintain sanitary work area, i.e., clean counters, equipment, tray stations, etc.
- Serve food
- Wash pots, pans, utensils and other food prep materials
- Maintain serving area as needed with proper utensils, condiments, etc.
- Adhere to all sanitary standards in both work and attire as stipulated during training
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Attend meetings and in-services as required
- Maintain a pleasant, cooperative work atmosphere

### **Other Duties and Responsibilities:**

- Serve as a role model for students and staff
- Exercise care and safety in the use of all utensils and equipment
- Interact in a positive manner with staff, students and parents
- Respond to routine questions and requests in an appropriate and timely manner
- Perform other duties as assigned by the Director of Food and Nutrition Services and/or Cafeteria Manager

### **Qualifications/Certificates:**

- High School Diploma
- ServSafe Certification optional
- Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- Communicates ideas and directives clearly and effectively, both orally and in writing
- Demonstrates effective, active listening skills
- Works effectively with others
- Reads and understands verbal and written instructions, warnings, and labels
- Possesses organizational and problem-solving skills
- Works quickly and efficiently

**Additional Working Conditions:**

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoops
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to lift, carry, push and/or pull various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

Can Opener	Oven	Dishwasher	Food processor	Grinder
Knives	Microwave	Mixer	Steamer	Braiser
Vending Machine	Calculator	Cash Register	Other relevant equipment/technology	

**Required Testing**

None

**Continuing Educ./Training****Clearances**

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below signifies that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature

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Date