

BAND	GRADE	SUBGRADE	FLSA STATUS
A	1	3	Non-Exempt

NATURE OF WORK

Responsible for performing a variety of basic responsibilities including: ordering and shelving stock goods and foodstuffs, completing get-ready and sanitizing procedures, food prep and assembly of portions / bag lunches / special items, setting up the serving line, clean up and re-set, record keeping, cashiering as scheduled or requested and related duties.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)

		FREQUENCY	BAND/ GRADE
1.	Prepares cafeteria for meals, which includes: rotating foods, preparing and monitoring the availability of utensils and napkins, preparing trays, placing utensils for serving, and performing other related activities.	Daily 15%	A1
2.	Prepares, serves and replenishes food supply, which may include selecting, measuring, mixing, finishing and readying products for serving based on standardized recipes or as directed in a manner which contributes to the efficient and safe preparation and delivery of breakfast and lunch.	Daily 25%	A1
3.	Cleans cafeteria and/or kitchen areas, which includes: wiping down tables, placing trays in the proper location, loading dishwashers, cleaning refrigerators and freezers, cleaning ovens, and/or performing other related duties.	Daily 20%	A1
4.	Assists in preparing foods, serving meals and organizing food serving lines ensuring appropriate serving sizes, presentation and replenishment of food.	Daily 20%	A1
5.	Performs cashiering duties and takes physical count of food products as assigned.	Daily 20%	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based with defined goals and processes or methods, but have the latitude to determine the speed or order of steps used to complete assignments.

DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.

Wayzata Public Schools Wayzata Cafes Worker

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.)

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None.

KNOWLEDGE REQUIREMENTS

- Applicable commercial kitchen tools and equipment;
- Food preparation techniques.
- Cleaning and sanitizing practices;
- Health department regulations;
- Safe work practices;
- Customer service principles and practices;
- Recordkeeping principles and practices.

SKILL REQUIREMENTS

- Using applicable kitchen tools and equipment;
- Cleaning and sanitizing kitchen areas and equipment;
- Determining the readiness of food;
- Counting and collecting cash;
- Performing basic mathematical calculations and measurements;
- Oral and written communication sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
November, 2022	Reviewed by Executive Director of HR and Director of Wayzata Cafes

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.