

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	Cafeteria Worker	Wage/Hour Status:	Non-exempt
Reports To:	Cafeteria Manager	Pay Grade/Days:	302/180
Dept./School:	Child Nutrition Services	Date Revised:	April 2019

Primary Purpose:

To provide a nutritious, well balanced meal for the student population

Qualifications:

Education/Certification:

High school diploma or GED certificate preferred

Valid Texas driver's license or state issued ID card

Possess or can possess a food handler's card within 30 days

Special Knowledge/Skills:

Ability to follow oral and written instructions and the ability to communicate effectively

Experience:

Will train

Major Responsibilities and Duties:

1. Ability to learn operation of all kitchen equipment
2. Ability to prepare foods from standardized recipes and follow production records
3. Ability to break down recipes in order to increase or decrease prepared food amounts
4. Ability to fill out production records with amount prepared, left over and numbers served
5. Assist in receiving and storage of all food, equipment, paper, and cleaning supplies and assisting with inventory as counter or scribe
6. Maintain high safety and sanitation standards at all times and follow McLennan County Health Dept. and EcoSure standards
7. Follow security procedures for cash handling and key & lock control according to District policy. If cashiering, count beginning and ending bank in presence of management
8. Assist with special events and meet expectations of school during schedule changes

Cafeteria Worker

9. Assist with clean up after lunch run
10. Follow departmental calling tree for contacting direct supervisor for staffing, safety, access, and other operational issues
11. Assist Supervisor and staff in maintaining a neat and orderly kitchen, office, frozen, refrigerated and dry storage areas, loading dock, equipment and server
12. Follow all District and Departmental policies and procedures. Follow policy regarding time clock usage; clocking in and out daily, and for meal breaks and complete and turn in time error sheets to Supervisor in timely manner
13. Report all safety issues and equipment issues to Supervisor immediately
14. Report all interactions with the customer that require management involvement immediately to Supervisor
15. Insure that temperatures of food, refrigerator, and freezer are recorded daily and meet the minimum serving temperature requirements (hot food 140 degree F. or higher and cold food 40 degree F. or lower).
16. Make sure all meals claimed have been entered into the computer system correctly
17. Report the names of any students account that is malfunctioning or not in PrimeroEdge POS or Identimetrix finger scanning system to Supervisor immediately. Report any cash register equipment not functioning correctly to Supervisor immediately.
18. Ability to communicate professionally, consistently, and proactively with Supervisor and CNS Management Team
19. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

All industrial kitchen equipment, broom, and mop

Working Conditions:

Tobacco Free

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. People intensive, typical school environment. Frequent interruptions. Continuous standing, stooping, walking, climbing ladders, bending, pushing and pulling, grasping, squeezing, twisting, reaching (including overhead), must be able to lift and carry items weighing up to 50 pounds. Working indoors in extreme temperatures including hot and cold temperature swings, works with chemicals, exposure to dust, and on slippery or uneven walking surfaces.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District is an equal opportunity educational provider and employer does not discriminate on the basis of race, color, natural origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or P.O. Box 27, Waco, TX 76703.