



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

General Worker – Cafeteria Staff

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Knowledge of basic math, in order to maintain production records and to reconcile cash register receipts
3. Be physically capable of lifting thirty pounds
4. Knowledge of basic sanitation practices
5. Capable of completing all workstation jobs including register/POS system
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Food Service Manager

Job Goal:

To prepare and serve attractive and nutritious meals for students and staff encouraging participation in the School Meal Program.

Performance Responsibilities:

1. Perform specific tasks and responsibilities as determined by the requirements needed for each Work Station.
2. Practices procedures in use and care of equipment, and personal habits to assure that sanitation standards are met.
3. Performs equipment maintenance procedures.
4. Follows standards of safety in preparing, storing and serving food.
5. Follows instructions of the Food Service Consultant in preparing, portioning and serving meals, using correct food preparation techniques.
6. Maintains daily production records.
7. Participates in implementing cost containment measures while maintaining quality.
8. Attends job-related training classes, workshops and vendor/supplier exhibits.
9. Fulfills all workstation related tasks on a rotation schedule.
10. Participates in enhancing visual aspects of operation.
11. Contributes to promotion of student and adult meal participation.
12. Works as a Team with all food service staff.
13. Performs other related duties as assigned.
14. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy
Job code:	9400