



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

JOB DESCRIPTION

Position Title: Substitute Cafeteria Worker

Hours: As needed; up to 8 hours/day

Location: TBD

Reports to: Building Principal and Supervisor of Food Service

FLSA Class: Non-Exempt

Pay: <https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>

Summary

To provide students daily with a wholesome, nutritious Class "A" lunch, as determined by the National School Lunch Program in an efficient, clean, and warm environment, on an as-needed basis.

General Duties

1. Prepares food for a full menu meal and a la carte' according to the planned menus, special dietary or nutritional requirements, and number of portions to be served.
2. Ensures that meals are ready at serving time.
3. Replenishes food being offered as needed during the serving of meals.
4. Ensures that there are adequate trays and utensils for students.
5. Reports any necessary equipment repair and maintenance to the Head Cook.
6. Complies with established sanitation standards, personal hygiene, and health standards.
7. Observes proper food preparation and handling techniques.
8. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene.
9. Reports to the assigned workstation in a timely manner and as assigned.
10. Performs cooking duties, baking, cashing when needed, and helping wherever needed.
11. Assists with washing dishes, pots, and pans.
12. Performs other duties as may be assigned by the Principal or Supervisor of Food Service.

Qualifications

1. Ability to understand and follow basic oral and written instructions.
2. Enforce school regulations and policies in a professional manner.
3. Ability to maintain good working relationships with fellow employees and pupils.
4. Ability to stand for long periods of time.
5. Ability to lift and carry up to 50 lbs and push/pull up to 12 lbs.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

Scheduling

This position is on an as-needed basis to cover for staff absences. The hours may vary based on the student attendance day(s) and school district needs.

Terms of Employment: As-needed.

Created: 09/15/2025