

Attachment C-3

TITLE: Cafeteria Worker (Part-time)

QUALIFICATIONS:

1. Must have a high school diploma or equivalent
2. Previous experience in a food service department preferred not required
3. Ability to frequently lift and/or move up to 25 pounds
4. Ability to withstand intense temperatures from hot kitchens to freezers
5. Ability to work effectively as a team

REPORTS TO: Director of School Nutrition and Food Services and Assistant Director of Food Services

GENERAL FUNCTION: Assist with the preparation, serving and distribution of meals to students and staff in a safe, sanitary and welcoming school cafeteria environment. Follow school district food-service procedures, health and safety regulations, and established meal-service standards.

PERFORMANCE RESPONSIBILITIES:

1. Arrange food and beverage items in a serving line to serve them to students and staff in an efficient manner.
2. Prep hot food items and cold food items. Hot food items include placing frozen food items and already cooked products on trays that need to be heated through.
3. Ensure the safety of prepared foods according to HACCP procedures.
4. Prepare and serve food and beverage items to meet mandated nutritional and projected meal requirements.
5. Maintain equipment, storage, food preparation and serving areas in a sanitary condition (e.g. cleaning and sanitizing steam tables, trays, counters, pots, pans, utensils, etc.) in compliance with current health standards.
6. Inventory food, condiments, and supplies to ensure availability of items required for meeting projected menu requirements.
7. Maintain stockrooms (e.g. placing food and supply orders where they belong) and ensure a clean and safe work area.
8. Adhere to all department policies, local and governmental sanitation and safety regulations.
9. Reconcile end of day cash and credit receipts for meal counts.
10. Utilize Point of Sale (POS) systems to collect payments from staff and students and conduct transactions that add money to student's accounts or collect necessary funds based on cost of items (cashier).
11. Collect items to be processed (e.g. money, free and reduced meal applications, tickets, etc.) for recording, reporting and/or sending on to other personnel.
12. Attend all required unit meetings and in-service trainings.
13. Report equipment malfunctions immediately upon observing malfunctions.
14. Responsible for using all computer-based food service systems that the district utilizes.
15. Perform other duties as assigned by the Director of School Nutrition Food Services and the Assistant Director of Food Services

TERMS OF EMPLOYMENT: Ten months per year.

EVALUATION: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures.

Date of BOE Approval: