

Maxwell Unified School District
515 Oak Street
Maxwell, Ca, 95955
530-438-2291
FAX 530-438-2693

JOB DESCRIPTION – CAFETERIA WORKER I

DEFINITIONS:

Under the direction of a Food Service Director or Cafeteria Cook, the Cafeteria Worker prepares and serves all foods required in the Food Service programs. Assists in maintaining the kitchen and surrounding areas in a safe, sanitary and orderly manner.

DUTIES:

Operates a point of sale and or snack bar
Washes and cleans equipment, food preparation areas and cafeteria tables
Operates all food preparation equipment, including dishwasher
Cooks, prepares, and assists in the cooking of, and serves all food required in the food service program
Follows written menu production instructions in preparing and serving foodstuffs
May direct, train and organize student workers
Orders, receives and inventories food, supplies and stocks on a regular basis
Assists in menu planning and menu production record worksheets
Maintains dining, serving, storeroom and kitchen areas in a neat and orderly manner
Collects money, and uses electronic, computer based tracking system
Keeps daily operation records, and accurately completes required reports
Other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

Cleanliness, safety and simple organization of work area
Prepare meals in mass quantities
Ways to successfully interact with staff, students and parents
Computer operations and data base management
Handling of cash, balancing cash and making of reports

Ability to:

Read and comprehend simple instructions, short correspondence, and emails/memos

Write simple correspondence

Maintain kitchen, storage areas and serving facility in a safe and sanitary manner capable of passing inspection

Carry out instructions furnished in written, oral or diagram form

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals

Interact with staff members, students and others in a positive manner

Train student workers and establish and maintain good rapport with students and staff

Demonstrate good problem solving skills

Stand and walk, kneel, crouch, and taste or smell

Regularly lift 10 pounds and occasionally lift and/or move up to 25 pounds

With assistance lift more than 25 pounds, with a limit of 50 pounds

Operates all food service equipment

Take direction from Cook and Food Service Director as well as giving input to improve program

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or General Education Degree (GED)

One year related experience / training

Upon hire at Districts expense:

ServSafe Certificate to be current ongoing as long as employed within food services

WORKING CONDITIONS:

Attire:

Casual, close toe shoes, no large hanging jewelry, hair must be pulled back and all loose hair restrained by hairnet, hat, hair clip or tie. Good personal hygiene, clean reasonably short finger nails.

Environment:

The nature of the environment requires the employee frequently to work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme cold/ heat.

Occasionally, the noise level of the work environment may be quite loud.