

JOB DESCRIPTION – CAFETERIA WORKER II

DEFINITIONS:

Under the direction of a Food Service Director the Cafeteria Worker II is in charge of the operation of a school cafeteria, including the preparing and serving of all foods required in the school Food Service programs. The holder of this position trains, organizes and directs as well as participates in the daily duties of the school site Food Service workers while maintaining a positive and productive work environment. Cafeteria Worker II is also in charge of maintaining the kitchen and surrounding areas in a safe, sanitary and orderly manner.

DUTIES:

Operates the school cafeteria
Operates all food preparation equipment
Operates a point of sale, checks email daily, collects money and maintains student accounts using computer based tracking system
Cooks, prepares, and assists in the cooking of, and serves all food required in the food service program
Maintains dining, serving, storeroom and kitchen areas in a neat and orderly manner
Follows written menu production instructions in preparing and serving foodstuffs
Forecasts the daily quantity to be prepared
May direct, train and organize cafeteria staff and student workers
Orders, receives and inventories food, supplies and stocks on a regular basis
Assists in menu planning and menu production record worksheets
Keeps daily operation records, and accurately completes required reports / logs
Collects money, and uses electronic, computer based tracking system
Balances cash to the food service database system
Other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

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

Ability to:

Interact with staff members, students and others in a positive manner
Organize, train and direct employees in a team based positive manner
Maintain and organize extensive records including inventories and student data

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

Take direction as well as work with Food Service Director to grow and improve department

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

Write simple correspondence

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

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 Food Service Director as well as giving input to improve program

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or General Education Degree (GED)

Three 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 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.