

JOB DESCRIPTION – LEAD CAFETERIA WORKER

DEFINITIONS:

Under the direction of the Business Manager the Lead Cafeteria Worker 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. Lead Cafeteria Worker is also in charge of maintaining the kitchen and surrounding areas in a safe, sanitary and orderly manner.

DUTIES:

- 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
- Balances cash to the food service database system
- Process and verify all free and reduced lunch applications
- Process cafeteria invoices to be submitted for payment
- Accounts for cash received from both school sites working with sites to reconcile cash collected each day. Ensures that cash balances to funds deposited in each student's cafeteria account and that student's account is properly debited. Generates letters regarding student accounts.
- Responsible to oversee the day to day operation of the high school snack bar and elementary school cafeteria. Also assists other food service staff in ensuring all food preparation and cleanup is accomplished at each food service site.
- Responsible for the receipt and storage of all food products
- Utilizes and manages the use of the District's food services computer program and food service/preparation equipment.
- 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.

| Approved 5/17