

<b>TITLE</b>
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<b>CAFETERIA EMPLOYEE</b>
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**QUALIFICATIONS**

1. Have a High School Education or equivalency high school diploma so that with appropriate training they may serve in the specific role for which they will be employed;
2. Able to read, write, speak and understand English; and follow directions;
3. Meet the necessary health and physical qualifications.

**JOB GOAL**

The Cafeteria Employee is responsible for preparing and serving students and staff, and for maintaining kitchen work areas and equipment and utensils in a clean and orderly condition.

**ORGANIZATIONAL RELATIONSHIP**

The cafeteria employee reports to the Assistant Manager.

**ESSENTIAL FUNCTIONS**

1. Uses and follows standardized recipes in preparation of all foods, and maintains necessary records in accordance to such recipes;
2. Serves all food according to instructions;
3. Cleans any area of kitchen according to sanitary regulations;
4. Stores all food properly;
5. Follows all safety instructions when using equipment;
6. Cooperates with other employees;
7. Assists in the preparation of food portions and prepare cafeteria service line;
8. Serves students and staff from the cafeteria counter;

9. Transfers supplies and equipment between storage and work area;

**ESSENTIAL FUNCTIONS (continued)**

10. Cleans worktables, walls, refrigerators, meat blocks, tables, counters, and furnishings;
11. Washes pots, pans, trays, and dishes;
12. Maintains the trash and garbage collection area in a neat and sanitary fashion;
13. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of their jobs;
14. Attends all classes and conferences for cafeteria employees that are held in the school system as required;
15. Observes all state and local regulations relating to cafeteria operation;
16. Abstains from the use of tobacco and alcohol while on the job;
17. Performs other duties as assigned by the Assistant Manager; and
18. Is courteous to students, parents, and other staff members.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects. Other physical demands that may be required are as follows;

1. Talking
2. Hearing
3. Seeing

**TEMPERAMENT (Personal traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

#### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principals. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

#### **WORK CONDITIONS**

Normal working environment.

#### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.