

# Cafeteria Worker Job Description

<b>Job title</b>	<i>CAFETERIA WORKER</i>
<b>Reports to</b>	<i>CAFETERIA MANAGER</i>

## Job purpose

The job of Cafeteria Worker was established for the purposes of providing support to the food service activities at assigned locations with specific responsibilities for preparing and serving students and school personnel, cleaning and maintaining an organized workplace, cashiering and maintaining food service facilities in a safe and sanitary condition

## Duties and responsibilities

- Oversees the preparation, cooking and serving of food for the purpose of providing students and staff with food of high nutritional quality as well as meeting individual needs.
- Maintains records and reports for the purpose of keeping an accurate record of food used and student accounts.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and staff.
- Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Prepares food and beverage items according to standardized recipes and established food preparation procedures for the purpose of meeting mandated nutritional and projected meal requirements.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Counts and claims appropriate reimbursable meals and a la carte items; operates the point of sale system
- Reports needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and/or replacement.
- Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Performs functions of other nutritional service positions as requested by manager for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform the job functions.
- Other duties as assigned.

## Qualifications

- High School diploma or GED
- Food handler card
- Quality cooking
- Operating equipment found in a commercial kitchen
- Adhering to safety practices and standards
- Perform basic math
- Read and follow instructions; understand multi-step written and oral instructions
- Follow safety and sanitation practices and procedures
- Basic computer skills; operating point of sale system and clocking in and out
- Quantity food preparation and handling
- Use job related equipment
- Flexibility to work with others and at multiple locations
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Ability to work with a diversity of individuals
- Working as part of a team
- Speaking and/or signaling people to convey or exchange information
- Working with interruptions

## Working conditions

The job is performed under some temperature and noise extremes and under conditions with some exposure to risk of injury and/or illness

## Physical requirements

The usual and customary method of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching and/or crawling, significant fine finger dexterity and repetitive motion in arms and hands. Generally, the job requires 60% standing and 40% walking. Must be able to lift 40 pounds.

## Direct reports

This position has no direct reports

---

<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	