

**CLASS TITLE: Cafeteria Worker II**

Range 4

**Basic Function:**

Under the direction of a Food Service Coordinator or Cafeteria Worker III, the Cafeteria Worker II prepares and serves all foods required in the school breakfast and lunch programs and cleaning of cafeteria equipment.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Washes and cleans equipment, food preparation areas and cafeteria tables  
Operates all food preparation equipment, including dishwasher  
Prepares, cooks, and assists in the cooking of, and serves all food required in the food services program  
Works with student helpers  
Shelves individual commercial containers of food  
Inventories foodstuffs and stock on a regular basis  
Other related duties as assigned  
Operates electronic recordkeeping system and collects meal monies  
Inputs data into computer, balances cash

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Cleanliness, safety and simple organization of work area  
Preparing meals in mass quantities  
Basic ways to successfully interact with staff and students  
Computer – handling of cash, balancing cash and making reports

**ABILITY TO:**

Balance cash, input computer data and generate reports  
Read and comprehend simple instructions, short correspondence, and 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  
Interact with staff members, students and parents in a positive manner  
Stand and walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms  
Kneel, crouch, and taste or smell  
Lift up to 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.  
Perform basic computer operations

**EDUCATION AND EXPERIENCE:**

High school diploma or General Education Degree (GED)

**WORKING CONDITIONS:****ENVIRONMENT:**

The nature of the environment requires that hats or hairnets be worn while on the serving line. The employee frequently works near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet and/or humid conditions and extreme heat. Some deskwork at computer screen is required. The noise level of the work environment may be quite loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: 6/20/05