

CLASS TITLE: Cafeteria Worker III

Range 7

Basic Function:

Under the direction of a Food Service Coordinator, the Cafeteria Worker III 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).

Operates the school cafeteria or snack bar
Washes and cleans equipment, food preparation areas and cafeteria tables
Operate 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
Orders, receives, and accounts for foodstuffs and supplies
Assists in menu planning and menu production worksheets
Cooks and assists in the cooking of various foods
May direct, train and organize student helpers
Follows written menu instructions in preparing and serving foodstuffs
Maintains dining, serving, storeroom and kitchen areas in neat and orderly manner
Collects tickets and/or money, and uses electronic, computer based tracking system
Keeps appropriate records, and accurately completes required reports
Maintains an inventory of foodstuffs and supplies
Other related duties as assigned.

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 operations and data base management

ABILITY TO:

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 others 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

Train student helpers and establish and maintain good rapport with students and staff

Use good judgment

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.

EDUCATION AND EXPERIENCE:

High school diploma or General Education Degree (GED)

CPR certificate and First Aid certificate

One year related experience and/or training

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. 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