

TRIAD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CAFETERIA WORKER	File 802
Reports to:	Cafeteria Supervisor	
Job Objective:	Works with building cafeteria team to achieve efficient meal preparation. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and all board policies.• Keeps current with technology and other workplace innovations that support job functions.• Food production skills and the ability to use commercial kitchen equipment.• Successful completion of a board-approved sanitation/food safety course.• Ability to comply with nutrition, health, and safety laws/regulations.• Ability to accurately measure, weigh, and adjust recipe ingredients.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Carefully uses products and supplies to control costs and reduce waste. Advises a supervisor about the need for additional supplies.• Follows approved food safety procedures.• Follows the published menus. Prepares meals for students with dietary restrictions as directed• Uses standardized recipes to maintain quality control. Monitors production sheets.• Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.• Assists other staff as needed to deal with time constraints and unexpected or urgent situations.• Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.• Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.• Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.• Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.• Ensures that leftover food, kitchen supplies, and equipment are properly stored.• Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.• Secures the kitchen and storage areas as directed.• Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.• Upholds the student conduct code. Maintains high expectations for behavior and performance.• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.• Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.• Respects personal privacy. Maintains the confidentiality of privileged information.• Reports suspected child abuse and/or neglect to civil authorities as required by law.• Participates in staff meetings and professional growth opportunities as directed.• Strives to develop rapport and serves as a positive role model for others.• Maintains a professional appearance. Wears work attire appropriate for the position.• Performs other specific job-related duties as directed.	

CAFETERIA WORKER

- Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.
- Demonstrates professionalism and contributes to a positive work/learning environment.
 - Acknowledges personal responsibility for decisions and conduct.
 - Performs prescribed activities efficiently with limited supervision.
 - Reacts productively to interruptions/changing conditions. Meets deadlines despite time constraints.
 - Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
 - Prepares accurate and timely paperwork. Verifies and correctly enters data.
 - Maintains an acceptable attendance record and is punctual.
- Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.
- Balancing, bending, crouching, kneeling, reaching, and standing.
 - Exposure to adverse weather conditions and temperature extremes.
 - Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
 - Exposure to blood-borne pathogens and communicable diseases.
 - Interactions with aggressive, disruptive, and/or unruly individuals.
 - Lifting, carrying, and moving work-related supplies/equipment.
 - Operating and/or riding in a vehicle.
 - Performing repetitive tasks quickly.
 - Performing tasks that require strenuous physical exertion.
 - Traveling to meetings and work assignments.
- Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Triad Local School District Board of Education.

The Triad Local School District Board of Education is an equal opportunity employer. This job description identifies general duties and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.