

LACEY TOWNSHIP SCHOOL DISTRICT

Cafeteria Worker

JOB TITLE: Cafeteria Worker

REPORTS TO: Cafeteria Manager

JOB GOAL: To provide and support the food service activities at assigned locations with specific responsibilities for preparing and serving food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

RESPONSIBILITIES:

1. Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
2. Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
3. Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
4. Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
5. Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
6. Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
7. Maintains records and reports (e.g. counting and recording the amount of leftovers, number of opened cans, student lunch balances, collection and reconciliation of money, informing students of their lunch balances, etc.) for the purpose of keeping an accurate record of food used and student accounts.
8. Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
9. Monitors kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.

Cafeteria Worker (continued)

10. Oversees the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.
11. Performs functions of other nutritional service positions as requested by manager (e.g. cashiering, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
12. Prepares food and beverage items according to standardized recipes and established food preparation procedures (e.g. regular food items, deli sandwiches, baked goods, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
13. 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.
14. Reports needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and repair and/or replacement.
15. Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
16. Must be able to lift up to 50 pounds.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of responsibilities will be evaluated in accordance with established procedure.

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015