

LACEY TOWNSHIP SCHOOL DISTRICT

Cafeteria Lead

JOB TITLE: Cafeteria Lead

REPORTS TO: Food Service Director

JOB GOAL: To prepare and serve attractive and nutritious meals for students and staff, and assist the Director with ensuring the efficiency of work related activities in the school kitchen and cafeteria.

FLSA STATUS: Non-exempt

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience in cafeteria food service as determined by the board
3. Knowledge of the principles of food management, nutrition, sanitation and applicable safety regulations
4. Ability to perform simple bookkeeping and inventory procedures
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Must have Serv Safe Certification

RESPONSIBILITIES:

1. Actively engaged in serving of meals by attending to cash register, serving line and/or food preparation to standards set forth by the appropriate state/federal agency and the district's food service department
2. Participate in the daily cleaning of all kitchen equipment and utensils and the sanitary condition of the food preparation and serving areas, in conjunction with the team
3. Processes all bank deposits, reconcile timesheets, and daily sales and production records
4. Verifies receipt of food shipments
5. Assumes responsibility for the security of food and supplies
6. Submit all supply orders to Director and maintain monthly inventory
7. Follow proper protocol with the cafeteria charge policy; sending letters and communicating to principals as needed
8. Maintains good, friendly relations with other school staff and with lunchroom customers.

Cafeteria Lead (continued)

OTHER RESPONSIBILITIES:

1. Reports immediately to the principal and Food Service Director any problem or accident occurring in the kitchen or cafeteria area
2. Performs other related activities as assigned
3. Must have physical ability to lift 50 pounds on an occasional basis and ability to lift and carry items weighing 10-30 pounds on a regular basis
4. Ability to reach, bend, stoop, wipe, push and pull

TERMS OF EMPLOYMENT: Pay 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: May 21, 2018

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:33-4 School lunch; availability to all children
N.J.A.C. 2:36 Child nutrition
N.J.A.C. 6A:23-2.6 Supplies and equipment
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.