

## **HEAD CAFETERIA WORKER**

### **Purpose Statement**

The job of Head Cafeteria Worker was established for the purpose/s of preparing and serving food items to students and/or school personnel as well as maintaining food service facilities in a safe and sanitary condition.

This job reports to Supervisor - Cafeteria I

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### **Essential Functions**

- Arranges setup for food items, supplies, serving lines, and/or equipment for the purpose of ensuring that items are provided in accordance with cafeteria requirements.
- Cleans utensils, equipment, and the storage, food preparation and serving areas (e.g. ovens, steamers, fryers, mixers, slicers, freezers, dishes, tableware, kitchen utensils, counters, carts, racks, and dishwashing machine, etc.) for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Inspects food items and/or supplies (e.g. items being sent or received from satellite kitchens, vendors, etc.) for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items.
- Maintains records and reports as required (e.g. inventory of commodities, food supplies, equipment, health department requirements, etc.) for the purpose of meeting local, State, and Federal guidelines.
- Monitors students' food choices for the purpose of meeting mandated requirements and ensuring adequate nutrition.
- Prepares and serves food and beverage items according to approved recipes (e.g. fruits, vegetables, salads, sandwiches, entrees, soups, baked goods, etc.) for the purpose of meeting mandated nutritional and health requirements and projected meal requirements and/or requests of students and school personnel.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquires of students, staff and/or parents for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Supervises assistants and student workers for the purpose of maintaining a quality work force and seeing that safe practices are followed.
- Verifies quantity and quality of food prepared (e.g. quantities of different types of main dishes needed for the number of persons to be served; adjusts recipes to meet quantity of main dishes required, etc.) for the purpose of maintaining accurate records in accordance with proper inventory control and to make sure students had the proper amount of food.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and utilizing equipment found in a school cafeteria.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: sanitation practices for serving foods; occupational hazards and standard safety practices necessary in the area of food preparation and service; and operational characteristics of basic kitchen utensils and equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; adapting to changing work environment and priorities; communicate clearly and concisely; handle money and make change; perform mathematical computations quickly and accurately; understand and follow oral and written directions; establish, maintain, and foster positive and harmonious working relationships with those contacted in the work environment; and working with children.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 30% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Food Handlers/ServSafe Certificate by NRA within one year of hire

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 40

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_