



Prairie Central CUSD #8

Job Descriptions for Café Worker

Official Supervisor

Head cook, Building principal, or food services director

Job Summary

The café worker prepares, serves, and cleans up after student and staff meals as per the instructions of the head cook, building principal, or food services director.

Qualifications

High school diploma

A certificate is preferred in Food Service Sanitation Management from the Illinois Department of Public Health

Additional training annually, as mandated by the Illinois State Board of Education (ISBE) and the National School Lunch Program (NSLP).

Skills

Works well independently

Communicates effectively

Prepares, serves, and cleans up after, student and staff meals

Carries out school food service program requirements and directives issued by the head cook, principal, or food services director

Length of Employment

180 days per year, hours per day as assigned

Evaluation

By building principal, with input from food services director and head cook based on "Job Functions"

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safety

1. Follows the procedures, methods, and regulations set forth by the school district, the head cook, food services director, the principal, the Health Department, the Illinois State Board of Education, and the United States Department of Agriculture

2. Observes the highest standards of safety and cleanliness in the kitchen

C. General Procedures

1. Follows procedures for sorting and storing food and supplies, and keeping inventory
2. Follows procedures for determining quantities of food to be prepared
3. Follows procedures for preparing food
4. Follows procedures for cleaning kitchen equipment, and washing and sterilizing dishes, silverware, and utensils
5. Performs such other duties as may be assigned by the head cook, food services director, or principal

D. Communication and Cooperation

1. Communicates and cooperates with colleagues, supervisors and all levels of staff and students regarding breakfast and lunch
2. Uses sound judgment when dealing with staff and students
3. Is a positive role model for students, has a neat appearance, and uses proper language near students
4. Demonstrates interest, enthusiasm, and a positive attitude toward work
5. Reports immediately to the head cook or food services director any problem or accident occurring in the kitchen or café area
6. Reports immediately to the head cook or food services director any faulty or inferior quality food which is received
7. Reports immediately to the head cook or food services director any malfunctioning equipment