

SCHOOL CAFETERIA ASSISTANT JOB DESCRIPTION

Tioga Public School District kitchen staffs are responsible to offer high quality nutritious meals at an affordable cost to the district. It is important that while we consider what children like and don't like to eat, we will continue to utilize proper nutrition.

The role of school cafeteria assistant is to also provide a pleasant experience. The immediate supervisor is the head cook/superintendent.

Responsibilities:

1. Follow the directives of the Head Cook.
2. Wash trays, silverware, pots and pans used in preparation of meal, etc. according to federal and state guidelines. Report potential problems related to sanitization, water temperature, etc. to head cook.
3. Assist with keeping the kitchen, cafeteria, and adjoining storerooms clean at all times. All personnel will assist with keeping the area clean and neat. The kitchen area includes floors, countertops, inside and outside of cabinets, refrigerators, stoves, etc.
4. Clean tables, putting tables up, and cleaning floors in the kitchen and cafeteria. The school custodian will assist with putting tables up and cleaning the floors.
5. Substitute for the head cook when needed following the directives of the head cook.
6. Cooperate with health inspections and DPI personnel.
7. Read correspondence from the Department of Public Instruction regarding program.
8. Attend the annual cook's workshop. If for some reason someone can't attend, the superintendent needs to be notified.
9. Follow through and complete all required training and provide documentation to the superintendent.
10. Sign all sales or deliver slips and turn in to the respective office if head cook is unavailable.
11. Leave all leftover food at school. Never take any commodities home. If for some reason the refrigeration and/or freezers are not working, obtain permission from the superintendent, document what is being taken and ask another person to check and sign-off on it, and when bringing commodities back, ask another person to check that everything is returned. This is for your protection.
12. Work as a team member in assigned building and be receptive to helping in the other building.
13. When appropriate, report student-created problems to the building principal and/or superintendent.
14. Take initiative and pride in daily work.
15. Assist staff members when help is needed in a friendly, timely manner.

16. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.

End of Tioga PSD #15 Administrative Regulation DBCB-AR6.....Reviewed/Revised: 09/25/2017