

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Child Nutrition Cafeteria Worker

FLSA: Non-Exempt

GENERAL SUMMARY

Performs a variety of duties in the preparation and service of nutritious meals to students, staff and visitors. Maintains cleanliness of the kitchen and cafeteria areas and performs related duties. Reports to the Cafeteria Manager.

ESSENTIAL FUNCTIONS

Assists in the preparation of meal portions which involves cooking and baking using various utensils and appliances; may perform specialized duties such as baking, frying, broiling, etc. or preparing meats, vegetables, salads, desserts, sandwiches, etc. Demonstrates the ability to measure and mix ingredients according to recipes, and prepares, seasons, and cooks food appropriately. Effectively plans and coordinates work schedules so that foods will be ready at required times.

Always ensures that all foods meet existing standards for quality, freshness, taste and appearance and ensures that required sanitary levels are maintained throughout the food preparation process.

Demonstrates the ability to set up the steam table and serving line; obtains and places dishes, silverware, hot and cold foods, baked goods, beverages, desserts, and condiments. Serves students and staff from the cafeteria counter; keeps dispensing and related equipment full and operating for service. Effectively maintains prepared and partially prepared foods in optimum condition until served. Devises best methods of presentation.

Maintains the cleanliness of the kitchen and cafeteria areas; washes dishes; clears counters, sweeps and mops floors; cleans freezers, coolers, and storage areas; cleans kitchen appliances; cleans and maintains the garbage collection area. Ensures that all cooking equipment and utensils are inspected and maintained for proper operation.

Operates and/or utilizes various appliances and equipment such as ovens, stoves, mixers, dishwasher, deep fryer, etc. Is effective in notifying supervisor of problems and needs concerning equipment and food supplies, assists in food orders and inventories.

Maintains files of recipes and menu items; estimates food items needed; inspects, weighs, measures, washes and otherwise prepares food items for cooking and serving.

Interacts with immediate supervisor, students, parents, teachers, school staff and administration.

Performs duties in compliance with safety and health standards. Stores stock in an efficient and safe manner.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate or equivalent with demonstrated aptitude for successful performance of the job duties; prior lunchroom experience preferred.

Knowledge:

Knowledge of all standards and regulations pertaining to food service/preparation and sanitation of food service areas. Knowledge of methods, procedures and activities involved in conducting prescribed lunchroom duties. Understands the methods required for productivity and quality standards. Knows of the safety precautions relative to working with food service equipment and materials.

Skills/Effort:

Ability to conduct food preparation and service activities in an effective and timely manner in accordance with all applicable regulations, standards and requirements. Ability to interact in an effective manner with co-workers, supervisor, students, teachers, and the general public. Ability to operate and utilize all food service equipment, tools and materials in a safe and effective manner. Ability to maintain food service areas, equipment and utensils.

Working Conditions:

Conducts duties in a cafeteria/kitchen environment with routine exposure to discomforting conditions such as heat, cold, food preparation equipment and utensils, smoke and steam. Requires ability to work under a degree of stress related to duties that require attention, and meeting deadlines. Physical demands are restricted to kitchen work requiring the lifting/moving of items weighing up to fifty pounds. Job requires the operation of standard cafeteria/food service equipment.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____