

Cafeteria

Primary Function (Job Goal)

The kitchen staff worker assists in basic preparation and serving of food, and in the cleaning and maintenance of kitchen facilities.

Reports To (accountability)

Principal/Superintendent

Supervisory Responsibilities

None

Qualifications

- High school diploma or GED
- At least 18 years of age
- Pass Food Handler Training Certification
- Pre-employment medical examination
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information.

- Requires standing for periods of time.
- Requires the ability to manually lift, carry, pull, or push heavy items, objects, or materials, up to 50lbs.
- Requires stooping, bending, and reaching.
- Must work in noisy and crowded environment.

Generally the job requires 10% sitting, 50% walking, and 40% standing and significant finger dexterity in order to operate a two-way radio and needs appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio. This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in preparing and serving food.
- Cleans and maintains kitchen and cafeteria facilities.
- Maintains proper sanitary and safety practices.
- Adhere to all district health and safety policies.
- Inventories food and records information as required.
- Reports needed supplies to school district.
- Counts meals served each day for reporting to the state.
- Attends in-service training for the purpose of gathering information required to perform job functions.
- Direct movement of students entering and exiting the cafeteria.
- Monitor proper student behavior and manners.
- Create seating chart of students for daily attendance and emergencies.
- Inform supervisors of district expectations within the lunch program.
- Assist supervisors in management of students and lunch program.
- Monitor proper student behavior and manners.

- Supervise students at lunchtime and maintain a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Direct movement of groups to and from lunchroom in a safe and organized manner.
- Supervise students in their performance of lunchroom clean-up responsibilities.
- Perform other appropriate duties as assigned by the building administrator.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Rockdale School District 84.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

Student Attendance Days

FSLA Non Exempt Status

Completion of mandated training

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date