

**PLAIN LOCAL SCHOOLS
JOB DESCRIPTION
CAFETERIA HOURLY**

QUALIFICATIONS: High School diploma or equivalent, required food safety and sanitation training approved by the Food Service Director
Training as a cafeteria worker, with an expectation to be trained and highly qualified on all jobs related to the cafeteria
Such alternatives to the above as the Board may find appropriate

EMPLOYMENT TERMS: Salary and work year to be established by the Board

REPORTS TO: Head Cook / Building Principal

SUPERVISES: Student Workers

JOB GOAL: Work with Head Cook and other staff to represent the department and provide kid friendly, courteous, orderly, punctual, and safe delivery of well balanced meals to students. Be a team player and work independently under the direction of the head cook.

EVALUATION: Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Classified Personnel

PERFORMANCE RESPONSIBILITIES:

- Assist Head Cook as needed with food preparation, serving, cooking, cashiering, dishwashing, cleanup, etc.
- Process the ability to recognize a full reimbursable lunch and breakfast
- Comply with all money counting and handling procedures
- Be prepared by looking ahead to the week's menu and plan accordingly.
- Observe rules of cleanliness by keeping work area clean and through proper dress and grooming. Represent department in a professional manner.
- Turn equipment on/off and report any equipment problems or concerns to Head Cook. Have the ability to learn and be familiar with all equipment including POS system.
- Assist student workers to understand their responsibilities
- Follow recipes and make adjustments for quantity needed
- Operate ovens, steamers, slicers, dishwashers, mixers, etc. and work on gas or electrical equipment with hot surfaces and sharp edges, ve capable of cleaning and assembling all equipment. Follow safety procedures to prevent injury.
- Respect all students and staff
- Assist with orientation and instruction of new or substitute employees
- Assist with bookkeeping records, including production records, inventory records, basic knowledge of food ordering system, complete time sheets, etc.
- Lift a maximum of 30 pounds, and with help lift other amounts of weight

Follow District's HACCP policy for cleaning and sanitizing work area

Communicate and work with custodians and daily delivery personnel

Assist Head Cook in stocking, organizing, rotating and cleaning of storage areas, as needed

Use proper methods of sanitation so as to avoid any possible harm to students/staff and to pass all inspections by Local/State/Federal authorities

Comply with all Plain Local Board of Education policies and procedures

Perform other duties as directed