

## CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Cafeteria Worker

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To assist with a variety of cooking, baking, preparing and serving of food items for general consumption by students and school personnel and to maintain facilities and equipment in safe and sanitary condition. Operate the district's computerized point of sale system & handle cash and check transactions. Performs routine cashiering tasks in a school cafeteria and maintain a clean and safe work area.

**SUPERVISOR:** Nutrition Services Supervisor

### **TYPICAL DUTIES-WILL INCLUDE BUT NOT LIMITED TO:**

1. Assists in the preparation of a variety of main dishes and accompanying menu; items including sauces, soups, meats, vegetables, and fruits;
2. Prepares or assists in the preparation of food items for on-site serving including sandwiches, salads, vegetables, fruits, and other side dishes;
3. Bakes a variety of bread and pastry items including rolls, muffins, cakes, cookies, and breads;
4. Prepare and bake a variety of foods in large quantities and within established time constraints;
5. Serves food in portions to students to meet mandated nutritional requirements;
6. Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner;
7. Assists in the preparation of breakfasts and/or lunches by assembling, heating, and apportioning food items;
8. Sets up serving trays with items such as condiments, straws, and milk for serving lines;
9. Assist with making sure all students have the required components to qualify for a reimbursable meal;
10. Assists in packaging and storing leftovers;
11. Assists in receiving and storing foods, condiments, and supplies to maintain adequate quantities and item security;
12. Assists in transporting and serving meals in satellite schools;
13. Maintains assigned work areas and serving counters in a clean, neat, orderly and sanitary condition, and disposes garbage;
14. Operates and cleans a variety of food service equipment and machines including warmers, stove, ovens, slicers, steamers and mixers;
15. Scrubs, sanitizes and stores pots and pans, utensils, trays and dishes;
16. Cleans work areas, kitchen, and cafeteria facilities, and disposes garbage;
17. Will operate a computerized Point of Sale system or cash box from wagon;
18. Must have knowledge of point of sale software;
19. Turn on computer, log in to meal service;
20. Collect money, accurately make change and count money;
21. Will handle cash and/or check transactions, and assist in preparation of daily cash sheet and or reports/production records;
22. Collects payments for food items from students and staff;
23. Credit student & adult accounts;

24. Sets up serving counters and lines;
25. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;
26. Record payments into student and adult accounts;
27. Assists in preparation of bank deposits and daily/monthly reports. Print all required reports. Custom transfer before each meal service and back-up computer at the end of last meal service;
28. Transports money or daily deposit to secure location;
29. Reconciles transactions to balance accounts;
30. Maintain accounts, contact Nutrition Office and notify if negative balances;
31. Charging allowed on #92 accounts only;
32. Ensure no more than 3 emergency meals are given to students per year;
33. Collects payments to complete meal transactions;
34. Prepares documentation to provide written support required by the National School Lunch, Breakfast Program and After School Snack Program;
35. Assist with checking to make sure all students have the required components to qualify for a reimbursable meal;
36. Assists in clean-up of serving counters, salad bar, milk cooler and cashier Areas;
37. Assist substitute cafeteria workers;
38. Performs other duties similar to the above in scope and function as required;
39. Any other duties as assigned by the supervisor.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Basic principles and methods of quantity food preparation and service;
2. Basic institutional baking and cooking practices and methods;
3. Basic kitchen utensils and equipment;
4. Basic sanitation and safety procedures associate with food preparation operations;
5. Safe and proper operation of equipment, machines, and utensils used in quantity food preparation and serving operations;
6. Basic computer skills;
7. Point of Sale system;
8. Basic mathematical computations;
9. Proper operation of standard cashiering office equipment;
10. Basic accounting procedures;
11. Basic sanitation, safety principles and health codes.

##### **Ability to:**

1. Understand and follow both oral and written instructions;
2. Apply proper sanitation and safety requirements associated with food preparation and serving operations;
3. Operate a variety of kitchen appliances including ovens, ranges, food warmers, mixers, drink dispensers, slicers, etc., in a safe and effective manner;
4. Work independently with minimal supervisions;

5. Establish and maintain professional work relationships with those contacted in the performance of required duties;
6. Meet and maintain the physical requirements necessary to safely and effectively perform assigned duties;
7. Must be able to tolerate extreme cold temperatures and extreme hot temperatures;
8. Handle cash & check transactions;
9. Credit student & adult accounts;
10. Count cash boxes from cafeteria workers taking in money;
11. Maintain basic accounting records and files.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

1. High School Diploma or equivalent
2. TB Test clearance
3. Criminal Justice Fingerprint clearance
4. Pass CA. Food Handlers Card training within 6 months
5. Become Serv Safe certified within two years of hire
6. Drug test clearance

**PHYSICAL CHARACTERISTICS:**

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Sufficient dexterity to write, use cafeteria equipment;
4. Sufficient strength to lift, move and carry heavy objects up to 40 lbs.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental and emotional stamina to endure fast paced conditions. Significant lifting, standing, walking, carrying, pushing and/or pulling; some climbing and balancing; frequent stooping, kneeling, twisting, turning, bending, stretching, crouching and/or crawling; fingering, feeling, reaching and handling. The job is performed under significant temperature variations, a generally hazard free environment, and in a clean atmosphere.

updated 10/11