

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: CAFETERIA WORKER

STATUS: NONEXEMPT – 10 MONTHS

QUALIFICATIONS:

1. High school diploma required.
2. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: Child Nutrition Manager, Cafeteria Manager, and/or Building Principal

JOB GOAL: To perform operational tasks related to food service within a school building.

ESSENTIAL FUNCTIONS:

1. Prepare food items for service to students during school meals, as directed.
2. Serve breakfast and/or lunch offerings to students and staff, as directed.
3. Perform all assigned tasks relating to preparation and service of school lunches during the school day.
4. Clean serving and cooking utensils and equipment.
5. Clean kitchen and food service environment, including kitchen, dishwashing room, and restrooms located in food service areas.
6. Maintain orderly and clean food storage areas.
7. Assist in the disposal of food service waste.
8. Collect and process payment for school meal service.
9. Assist in the reconciliation of point-of-sale equipment and cash drawers.
10. Assist in the preparation of cash receipts and bank deposits.
11. Assist in the management of food service inventory.
12. Assist in the performance of the duties and responsibilities of the cafeteria manager in his or her absence.
13. Engage in meaningful professional development as assigned and in accordance with all laws and regulations.
14. Perform all job functions in a sanitary manner, and in accordance with all applicable food safety rules, regulations, best practices, and directives.
15. Provide quality customer service to all faculty, students, parents, and community members.

16. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
17. Comply with all rules, regulations, and policies of the District.
18. Perform all other duties and responsibilities as assigned by the Building Principal or other supervisory personnel.

PHYSICAL DEMANDS: Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

SENSORY ABILITIES: Visual acuity.
Auditory acuity.

WORK ENVIRONMENT: Commercial/industrial kitchen environment. Exposure to material, air, and surfaces at high and low temperatures. Exposure to natural gas and various cleaning products. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high levels of stress.

COGNITIVE ABILITY: Ability to communicate effectively.
Ability to organize tasks.
Ability to handle multiple tasks.
Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills.
Ability to operate various commercial food service equipment.
Must possess superior customer service skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in

accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: June 25, 2019

Employee: _____