

WILLIAMSON COUNTY SCHOOL SYSTEM

POSITION DESCRIPTION

Position Title: Cafeteria Worker
Department: Food Service
Reports To: Cafeteria Manager

182 Days – 6 to 7 Hour Work Day
Salary – Support Scale DOQ
Benefits: Employee Paid Medical, Dental,
Life, Retirement, Paid Holidays, Sick Leave

Purpose of Position

The purpose of this position is to prepare meals for students, serve food and clean up afterward. Duties include washing utensils and dishes, setting of the food line, and stocking shelves with new food and supplies received.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Washes and sanitizes utensils and cleans the work area for food preparation.
- Prepares food according to standardized recipes and established food preparation procedures.
- Plans and implements an acceptable placement of steam table pans on cafeteria line prior to serving time. Stocks the salad bar and potato bar with food for lunches. Periodically checks the food temperature to ensure that it is not too hot or cold.
- Courteously serves food with accuracy and speed while adhering to portion control, safety, and appearance standards, and monitors students during meals.
- May prepare deli sandwiches for student lunches.
- Makes baked goods to be served at meals.
- Washes meal dishes using a dishwasher; washes pots and pans according to established procedures; puts cleaned dishes and cooking utensils away and breaks down the dishwasher equipment. Inspects cleaned dishes for cleanliness, chips, cracks, etc. and reports breakages for replacement.
- Removes food from the serving line at the end of meals, counting and recording the amount of leftovers and the number of opened cans, itemizing by USDA purchases and non-USDA purchases.
- Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage guidelines. Stores food in refrigerators after covering labeling, and dating; properly discards outdated food items
- Receives, dates and puts away new stock on the shelves.
- May fill the salt and pepper shakers, and puts out ice; cleans and replaces napkins and forks.
- Washes work tables, walls and equipment as needed, Sweeps and mops floors, takes out trash to maintain a clean work area.
- Fills milk boxes and stacks milk crates on the dock; dries and folds dish cloths and aprons.
- Reports needed supplies and equipment malfunction to cafeteria manager.
- Prepares and serves banquet and special function meals, as required.
- Observes and promotes safe work practices and procedures.
- Attends in-service training sessions to develop and improve knowledge and skills.

Additional Job Functions

- Performs other related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or GED equivalent) and some food preparation experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Knowledge, Skills and Abilities Required to Perform Essential Job Functions

- Knowledge of basic methods and materials used in the preparation, serving and transporting of food, including the sanitation and safety procedures related to the preparation and serving of food.
- Knowledge of food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
- Knowledge of basic food serving and utensils and equipment.
- Knowledge of basic sanitation and safety procedures related to the preparation and serving of food.
- Ability to operate a variety of machines, tools, and equipment such as telephones, cash registers, dishwashers, ovens, steamers, mixers, slicers, and deep fryers. Must be able to use body members to work, move or carry objects or materials. Work is usually performed walking or standing.

- Ability to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to fifty pounds.
- Ability of speaking and/or signaling people to convey or exchange information
- Ability to read and write a variety of informational documentation, directions, instructions, and reports.
- Knowledge of basic math and cashiering skills.
- Ability to handle a variety of items, kitchen and office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must be able to withstand temperature variances associated with food service facilities.
- Ability to differentiate colors and smells.
- Ability to establish and maintain cooperative and effective working relationships with others, using tact patience and courtesy.
- Knowledge of the policies, procedures, and activities of the School System and cafeteria management and food preparation practices as they pertain to the performance of duties relating to the position of Cafeteria Worker.