

CAFETERIA WORKER

WESTBROOK PUBLIC SCHOOLS

JOB DESCRIPTION: CAFETERIA WORKER

Reports to: Director of Food Services, Cafeteria Cook/Manager.
Hours per day: 4.5
Hours per week: 22.5
Days: As per school calendar
(No lunch served on ½ days scheduled at high school)
Evaluator: Director of Food Services

GENERAL STATEMENT OF JOB

Summary: Under regular supervision, prepares and serves nutritious student and staff meals and maintains a clean and sanitary work area and cafeteria, following established procedures, standards and regulations. Reports to the Cafeteria Cook/Manager and Director of Food Services.

Qualifications:

- Requires high school diploma, GED or specialized training and/or experience in institutional food service.
- Must possess a valid state driver's license.
- Accepts assignments and/or direction from supervisors with a positive attitude
- Ability to lift and/or carry cartons, pots or related materials weighing 25-50 pounds
- Ability to work occasionally in extreme temperatures (kitchen heat, freezer cold)
- Ability to stay on feet for long periods of time
- Ability to relate positively to students, staff, parents and the public
- Reads accurately policy manuals, menus, recipes, etc.
- Requires the ability to add and subtract totals, to multiply and divide, to determine time and weight
- Ability to make change when working with money
- Speaks with others with clarity, voice control and confidence
- Applies common sense understanding to deal with standard problems and to carry out instructions furnished in written, oral or diagrammatic form
- Makes routine independent judgments in absence of supervision
- Adapts to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree, or to stress as a regular, consistent part of the job
- Free of communicable diseases

CAFETERIA WORKER

Essential Duties and Responsibilities:

- Prepares, cooks and/or bakes food items for student and staff meals in the prescribed quantity and as scheduled.
- Monitors cooking times and temperatures to ensure thorough heating as required for consumer safety.
- Sets up serving lines and maintains cleanliness of serving area
- Ensures the availability of necessary serving utensils
- Serves food in the appropriate quantity per customer
- Assembles bag lunches as required
- Cleans, sanitizes and stores utensils, pans, serving ware, cookware, etc.
- Maintains cleanliness and sanitation of equipment, food preparation areas and dining areas.
- Assists in stocking supplies and monitoring inventory; rotates food products as scheduled.
- Monitors inventory of foods and supplies; informs supervisor of products and quantities needed for meal preparation.
- Performs all duties in compliance with school and District policies, procedures and standards of quality and safety.
- Receives and responds appropriately to concerns, complaints and inquiries in areas of responsibility.
- Operates a variety of kitchen equipment including a dishwasher, steamer, kettles, oven, slicer, mixer, fryer, braising pan, grinder, freezer, cooler, small appliances, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.
- Uses various cleansers and kitchen supplies, utensils, scales, thermometers and gauges, etc.
- Interacts and communicates positively with various groups and individuals such as the immediate supervisor, school Principal, other school administrators and staff, co-workers, students, parents, etc.
- Attends training, meetings, etc., as necessary to maintain and enhance job knowledge and skills.
- Performs related duties as required.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

CAFETERIA WORKER

PERFORMANCE INDICATORS EVALUATION

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Westbrook Public Schools as they pertain to the performance of duties of the Cafeteria Worker. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the principles and practices of institutional food service operations; has skill in the preparation and service of appetizing meals to large numbers of customers. Has knowledge of the standard equipment, tools, materials and practices of the food service industry. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to ensure the cleanliness and sanitation of kitchen utensils, serving ware, cookware, surfaces, etc., through thorough and frequent cleaning. Is able to monitor and ensure the maintenance of proper food temperatures. Has knowledge of proper food storage methods. Has the mathematical ability to handle required calculations such as making change, modifying recipes and counting inventory. Is able to maintain simple records. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to use independent judgment in performing routine tasks. Knows how to maintain effective relationships with co-workers, customers and other District personnel through contact and cooperation. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to effectively perform assigned duties despite frequent interruptions and the stress of deadlines. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Outstanding Acceptable Unacceptable

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Outstanding Acceptable Unacceptable

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Outstanding Acceptable Unacceptable

CAFETERIA WORKER

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

___ Outstanding ___ Acceptable ___ Unacceptable

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

___ Outstanding ___ Acceptable ___ Unacceptable

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

___ Outstanding ___ Acceptable ___ Unacceptable

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

___ Outstanding ___ Acceptable ___ Unacceptable

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

___ Outstanding ___ Acceptable ___ Unacceptable

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees.

CAFETERIA WORKER

Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Outstanding Acceptable Unacceptable

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Outstanding Acceptable Unacceptable

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Outstanding Acceptable Unacceptable

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.