

**YAZOO CITY MUNICIPAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: CAFETERIA WORKER
Reports To: CAFETERIA MANAGER

PERSONAL SKILLS & DUTIES

- Is neat in appearance
- is punctual
- Attends regularly
- Shows enthusiasm for work
- Demonstrates loyalty to the school and its mission
- Follows school rules and district policies

JOB SUMMARY

The job of Cafeteria Worker was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.

ESSENTIAL FUNCTIONS

- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
Maintains records and reports (e.g. counting and recording the amount of leftovers, number of opened cans, student lunch balances, collection and reconciliation of money, informing students of their lunch balances, etc.) for the purpose of keeping an accurate record of food used and student accounts.
Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
Monitors kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.

Oversees the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.

- Performs functions of other nutritional service positions as requested by manager (e.g. cashiering, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Prepares food and beverage items according to standardized recipes and established food preparation procedures (e.g. regular food items, deli sandwiches, baked goods, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.

- Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.

- Reports needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and repair and/or replacement.

Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Must be able to lift up to 50 pounds

Works under the direction and supervision of the manager and assumes responsibilities or all cash and non-cash transactions at the point of service in the meal count and collection system

Responsible for all meal counts by category and all cashier's reports and papers

Responsible for ensuring that cashier's station is equipped with necessary and proper meal count sheet prior to serving first meal

Responsible for change fund

Responsible for notifying manager of new students without a number

Responsible for ensuring that each student receives a reimbursable meal

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.