

**TITLE:** Cafeteria Worker

**QUALIFICATIONS:** Certification of good health signed by a licensed physician and a tuberculin skin test, proven aptitude and ability to perform assigned tasks including use of kitchen tools and equipment; ability and interest in cooking; ability to maintain good rapport with staff parents and students and ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

**REPORTS TO:** Cafeteria Manager and Principal

**JOB GOAL:** To assist in the preparation and serving of nutritious lunches to staff and students and to serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

**PERFORMANCE RESPONSIBILITIES:**

Rotate assuming the cooking responsibilities which include food preparation along with maintenance of equipment.

Adhere to all district employee rules and regulations including U.S. Government and State of Kentucky mandated policies and procedures.

Dress attire to consist of plastic gloves, aprons and hats worn while working directly with food in order to prevent contamination of food.

Helps in preparation of the entrée and the dessert.

Cuts and slices the vegetables for salads.

Prepares the cooked vegetables.

Prepares the sandwiches.

Prepares the soup.

Assists in serving food to staff and students in the serving line.

Washes all trays, dishes and silverware.

Replenishes the supply of clean trays, dishes and silverware during the serving time.

Cleans surface area of dishwasher after all dishes, etc. have been cleaned.

Cleans all cooking utensils, cooking surfaces, and serving areas after all lunches have been served.

Stores leftover food in appropriate storage areas.

Cleans storage areas and equipment when necessary.

Cleans trash compactor daily (if applicable).

Maintains high standards of grooming and work habits to insure sanitary conditions at all times.

Performs other duties as assigned by cafeteria manager and/or principal.

Cashiers and alternates receive and record all money from students and staff in register for daily reports at the end of the day.

Assists in checking in all food and materials and putting away using the rotation method.

Be affluent in knowing what different types of lunch and the cost of food and drinks served.

Take required certification test by the State.

Follow the new HACCP "Hazard Analysis Critical Control Point" rule from the State Health Department.

Assist the manager by reporting any foods or materials needing to be ordered for daily operation.

**TERMS OF EMPLOYMENT:** Term contract with specified beginning and ending dates as indicated in letter of employment. All cafeteria employees work during the school year on days that lunch is served. Full-time elementary school cafeteria employees are present between 7:30 a.m. through 1:30 p.m. Part-time elementary cafeteria employees will have an adjusted schedule. Cafeteria manager and principal establish High School cafeteria employee hours. All cafeteria workers will be hired on either a 183 or 184 day contract.

**EVALUATION:** Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.