



# Longview Independent School District

## JOB DESCRIPTION SUBSTITUTE CAFETERIA WORKER

<b>JOB TITLE:</b>	Substitute Cafeteria Worker	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Cafeteria Manager	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Food Service	<b>PAY GRADE:</b>	Manual Trades 1

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### PRIMARY PURPOSE:

Prepare and serve appropriate quantities of food to meet menu requirements; maintain high standards of quality in food production, sanitation, and safety practices

### QUALIFICATIONS:

#### Education/Certification:

None specified

#### Special Knowledge/Skills:

- Ability to understand food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic arithmetic operations

#### Experience:

None

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested, uniform recipes
2. Serve food according to meal schedules, departmental policies, and procedures
3. Practice and promote portion control and proper use of leftovers
4. Supervise storage and handling of food items and supplies; maintain a clean and organized storage area



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Safety and Sanitation**

5. Operate tools and equipment according to prescribed safety standards
6. Follow established procedures to meet high standards of cleanliness, health, and safety
7. Keep garbage collection containers and areas neat and sanitary
8. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
9. Maintain personal appearance and hygiene

#### **Other**

10. Handle and record cashier functions accurately
11. Help record food requisitions and order necessary supplies
12. Maintain daily food preparation records
13. Promote teamwork and interaction with fellow staff members
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None



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### **EQUIPMENT USED:**

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, food and utility cart

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged standing, walking; moderate lifting and carrying (15-44 pounds); frequent stooping, bending, twisting, pushing, pulling, wrist flexion/extension, reaching/overhead reaching and kneeling and climbing (ladder); moderate exposure to extreme hot and cold temperatures prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2017**