

SUBSTITUTE-CLASSIFIED CAFETERIA

Purpose Statement

The job of Substitute-Classified Cafeteria was established for the purpose/s of assisting assigned area in the absence of the regular Natrona County School District (NCSD) employee by preparing and serving food items to students and/or school personnel as well as maintaining food service facilities in a safe and sanitary condition.

This job is distinguished from similar jobs by the following characteristics: this is a non-benefited, temporary assignment. Regular positions that could potentially be substituted for under this job description include: Cafeteria Technician, Cafeteria Preparation Technician, and Cafeteria Specialist.

This job reports to Program Facilitator

Essential Functions

- Arranges setup for food items, supplies, serving lines, and/or equipment for the purpose of ensuring that items are provided in accordance with cafeteria requirements.
- Cleans utensils, equipment, and the storage, food preparation and serving areas (e.g. ovens, steamers, fryers, mixers, slicers, freezers, dishes, tableware, kitchen utensils, counters, carts, racks, and dishwashing machine, etc.) for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Inspects food items and/or supplies (e.g. items being sent or received from satellite kitchens, vendors, etc.) for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
- Maintains records and reports as required in absence of regular employee (e.g. inventory of commodities, food supplies, equipment, health department requirements, etc.) for the purpose of meeting local, state, and federal guidelines.
- Monitors students' food choices for the purpose of meeting mandated requirements and ensuring adequate nutrition.
- Prepares and serves food and beverage items according to approved recipes (e.g. fruits, vegetables, salads, sandwiches, entrees, soups, baked goods, etc.) for the purpose of meeting mandated nutritional and health requirements and projected meal requirements and/or requests of students and school personnel.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and/or parents for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Reviews data prior to entering into the District accounting system for the purpose of ensuring accuracy, consistency and policy compliance.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks and inventories food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Verifies quantity and quality of food prepared (e.g. quantities of different types of main dishes needed for the number of persons to be served; adjusts recipes to meet quantity of main dishes required, etc.) for the purpose of maintaining accurate records in accordance with proper inventory control and to make sure students had the proper amount of food.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; utilizing equipment found in a school cafeteria; preparing and maintaining accurate records; operation of modern office equipment; and using pertinent software.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: activities of a school food service program; inventory maintenance; sanitation practices for serving foods; occupational hazards and standard safety practices necessary in the area of food preparation, storage and service; and operational characteristics of commercial kitchen utensils and equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team in multiple settings; adapting to changing work environment and priorities, including working within time constraints; communicating clearly and concisely; handling money and making change; performing mathematical computations quickly and accurately; understanding and following oral and written directions; establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the work environment; and working with children.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual 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 0% sitting, 30% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2014

Salary Grade

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____