



LOWELL JOINT SCHOOL DISTRICT

SATELLITE CAFETERIA WORKER

Classified Salary Schedule
Range 14

JOB SUMMARY:

Under supervision, is responsible for the successful operation of the satellite cafeteria. Job functions include food production; sanitation; safety and security; customer service; program regulations and accountability; equipment care; and professional excellence.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Maintains high standards of control for quality food production and service.
- Follows procedures for efficient and effective food production service.
- Responsible for portion control and simple food preparation as designated by the supervisor.
- Performs necessary food serving and clean-up.
- Orders food items, milk, and other staples as needed, maintaining an adequate inventory.
- Maintains effective safety and sanitation procedures as established.
- Maintains integrity and accountability of the School Nutrition Program through compliance with all federal, State and local regulations.
- Ensures compliance with school/district policies and procedures.
- Maintains records and necessary information for financial accounting, including student accounts.
- Performs inventory as required.
- Supervises student helpers and volunteers.
- Performs related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Modern methods of preparing and serving foods to large groups.
- Proper use, care and cleaning methods of kitchen equipment in a school cafeteria.
- Personal and institutional hygiene.
- Basic computer applications and functions.

Ability to:

- Follow oral and written directions.
- Give instructions and direction to other staff members; communicating effectively with students, staff, parents and the community.
- Operate machines found in a school kitchen, including a POS computer.
- Work in a fast paced environment performing all duties in a professional and ethical manner.
- Work in a standing position for long periods of time.
- Perform simple arithmetical computations related to food preparation, serving, and making change.
- Establish and maintain cooperative and effective working relationships with others.
- Lift and move items weighing up to 25 pounds.

Education/Training/Experience:

Equivalent to completion of high school or General Education Diploma (GED). Safe Serv Certificate required. Experience and training which would indicate knowledge and abilities listed, including at least one year paid experience working in school cafeterias and/or preparing and serving food.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include standing for extended periods of time. The employee is required to frequently walk, stand or stoop, bend at the waist and reach at or below the shoulders. Continuously uses hand strength to grasp objects and tools and operate nutrition service equipment. The employee must lift and/or move items weighing up to 25 pounds. These objects include bags of milk or juice, cases of fruit, pans of food, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also serve students, order supplies, collect money, etc. Also required are hearing and speaking abilities to exchange information.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students and parents.

Work Environment:

While performing the duties of this job, the employee regularly works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and/or equipment operation.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, 5 days per week, up to 5 hours per day