WEST CLERMONT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Cafeteria Worker
Reports To: Cafeteria Manager
FLSA Status: Classified
Approved Date: 12/16/2019

GENERAL DESCRIPTION
Assists in the preparation and serving of nutritious meals in an atmosphere of efficiency, cleanliness and friendliness by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in the preparation and serving of food as assigned.
- Serves food in specified portions and uses attractive merchandising techniques as per Manager's instruction.
- Assists in preparation of work details for next day; secure kitchen for next day and when not in use.
- Maintains the highest standards of safety and cleanliness in the kitchen and dining areas.
- Assists in correct completion of all service records (i.e. temperature of equipment and foods, inventories, production records, cashier, etc.).
- Assists in the daily cleaning of kitchen equipment, the washing and sterilization of all dishes, utensils, and cleaning of the lunchroom areas.
- Safely operates kitchen and serving equipment.
- Performs cashier duties as requested and assists in accurate end of day process as directed.
- Works well with students to assist them in the cafeteria serving lines.
- Assists staff and parents with questions or concerns.
- Maintains up to date knowledge of technology utilized by the district.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must meet all job-related medical and physical ability standards.

EDUCATION and/or EXPERIENCE
Must have a High School diploma or general education degree (GED). Previous related experience preferred. Must be able to use quantity food service equipment including, but not limited to dishwashers, slicers, mixers, steamers, convection ovens, etc. Experience using a cash register is preferred.

LANGUAGE SKILLS
Ability to read and interpret documents such as recipes, safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to write routine reports and documents. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents,

agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

CERTIFICATES, LICENSES, REGISTRATIONS
If required by law, must hold a valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education.

OTHER SKILLS AND ABILITIES
Must possess skills in reading, writing and math for the purpose of making necessary measurements, reading of gauges and instruments, mixing chemicals or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee frequently is required to use hands to manipulate, handle or feel, reach with hands and arms and climb or balance. The employee occasionally is required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move more than 50 pounds.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Signature Date