Job Description

Job Title: Cafeteria Assistant

Classification: Classified

Salary Schedule: XBB/XBC

Department: Food Services

Reports To: Cafeteria Manager and Food Services Supervisor

FLSA Status: Non-exempt

Date: June 2019

Approved by : Northwest Local School District Board of Education

Job Summary: Prepares soups, meats, vegetables, salads, dressings, and desserts for consumption in school cafeteria.

Job Qualifications:

1. High School diploma or GED.
2. Knowledge of materials and methods used in preparing and serving food on a large scale.
3. Ability to cook on a large scale.
4. Knowledge of use and care of utensils and equipment used in the preparation and serving of food.
5. Ability to maintain harmonious relationship with all personnel.
6. Personal cleanliness.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Provides properly prepared, nutritionally adequate, and varied diet for students.
2. Inspects equipment for cleanliness and functional operation.
3. Performs cooking, food preparation, and serving duties with other workers.
4. Performs clean-up of equipment, floors, cooking and service areas.

5. Performs cashiering duties, including preparing register for the days transactions, cashiering during the entire serving period, closing the register and accurately completing all required paperwork.
6. To keep and prepare necessary records and reports.
7. To be willing to train as a cashier if called upon to do so.
8. To perform other duties assigned by the cafeteria manager.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments

on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Terms of Employment: Varies based on student calendar.

Title: Cafeteria Assistant

Employee: _____
(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

_____ _____
(Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____
(Signature) (Date)