



Position Description

Position Title:	Cafeteria Worker	Name of School / Department:	Assigned School / Food Services
Reports to:	Food Service Site Manager	Date:	2025-2026
Terms of Employment:	180 Days (School schedule)	FLSA:	Non-Exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal elements of the job accurately.

PRIMARY FUNCTION: Participate in the preparation, cooking, and serving of a variety of foods, ensuring that a quality, cost-effective breakfast/lunch program is offered to students and staff. Clean and sanitize assigned kitchen work areas daily.

Representative Essential Duties:

- Prepare all entrees, fruit, vegetables, bread, desserts, salads, and ala carte items daily as the Cafeteria Manager directs, following the manufacturer's and/or Director's specifications/directions. Maintain a consistent, high-quality product
- Prepare and serve a variety of foods to be acceptable to students and staff.
- Rotate stock items regularly; keep the storeroom, freezer, and cooler clean and organized.
- Utilize work simplification techniques and practice cost containment techniques.
- Operate and maintain a variety of kitchen equipment in an efficient, effective, and safe manner.
- Reports needed supplies and equipment malfunctions to the Cafeteria Manager to replace supplies and repair or replace equipment.
- Ability to carry out instructions provided in written or oral form, including safety policies and procedures.
- Wash, rinse, sanitize, and properly store all kitchen equipment, appliances, cookware, serving utensils, eating utensils, and lunch trays after each use.
- Make sure food temperatures are adequate on the serving lines and record temperatures at the appropriate time intervals.
- Clean and sanitize work areas and food/supply storage areas in compliance with mandated health standards.

Essential Knowledge, Skills, and Experience:

- High School graduate or equivalent. Experience in the operation of kitchen equipment and/or previous experience in food services is preferred.

- Ability to read and interpret documents in the English Language, including operating and maintenance instructions, directions for use, and procedure manuals.
- Ability to write routine explanations in the English language, complete orders, complete necessary paperwork and timesheets, and take written messages.
- Ability to speak effectively to individuals in relaying verbal instructions or concerns using the English Language.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Personal and Professional Responsibilities:

- Nurture a positive relationship with supervisors, subordinates, and peers.
- Demonstrate respect for supervisors, subordinates, and peers.
- Support corporate decisions and directives relative to matters of policy and administrative directives.
- Demonstrate ability to deal with sensitive issues in a tactful, professional, and confidential manner.
- Communicate effectively with students and staff members.
- Promote a friendly, inviting atmosphere for all customers and visitors.
- Work as a team player.

Working Conditions:

- Requires physical ability to lift/move 40 lbs. at a time
- Frequently required to sit and walk, and continuously required to stand for periods while performing the duties of this job
- Frequently bend or twist at the neck and trunk, carrying, pushing, pulling, some climbing, balancing, frequent stooping, kneeling, or crouching while performing the duties of this job
- Occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times, such as in operating a cash register
- Specific vision abilities required by this job include close vision and depth perception and peripheral vision color vision
- Occasionally walk on slippery surfaces
- The noise level is frequently loud
- The employee has a greater than average risk of getting a minor injury, such as a cut or burn, while performing the duties of this job, but should practice accident prevention procedures

Working Relationships:

Work closely with Food Service Personnel at ESC, Building Staff, and the Principal.

Regular Work Hours/Travel Requirements:

Work hours vary from position to position but will average from 4-6 hours daily when school is in session.

Travel between buildings is minimal.

