

## Cafeteria Specialist

### Job Description



<b>Job Title:</b>	Cafeteria Specialist	<b>FLSA:</b>	Nonexempt
<b>Reports to:</b>	Cafeteria Manager	<b>Pay Grade:</b>	varies
<b>Dept./School:</b>	Assigned School or Cafe	<b>Calendar Days:</b>	179
		<b>Revised:</b>	9.16.2021

#### Primary Purpose

Work under the direction and assignment of the cafeteria manger. Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

#### Qualifications

##### Education/Certification:

- None Specified

##### Special Knowledge and Skills:

- Ability to read, write, and accurately follow written and oral food preparation and safety instructions in English
- Complete Food Handler's course and maintain a Food Handler's license
- Ability to correctly follow recipes using appropriate scales and measures
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic math
- Ability to physically perform the job requirements and expectations as listed under Mental Demands/Physical Demands/Environmental Factors

##### Experience:

- None

#### Major Responsibilities and Duties

##### Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested and uniform recipes
2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers
3. Store and handle food items and supplies safely and according to established procedures
4. May be assigned to any area of the kitchen to work
5. Follow the rules, regulations, and policies as stated in the Employee Handbook, the Child Nutrition Services Policies/Practices/Procedure Manual, and the Aldine ISD Policies/Procedure Manual
6. Move pans or containers of food, that weigh up to 50 pounds, in and out of cooking/cooling equipment and serving lines while preparing food or serving food

## Cafeteria Specialist Job Description



7. Encourage good nutrition practices
8. Use time efficiently
9. Demonstrate professional behavior at all times, not using profanity, bad language, etc.
10. Follow all regulations and accept responsibility for providing a quality Child Nutrition program to students
11. Understand and strive to improve the school breakfast/lunch program
12. Adhere to District policy regarding a drug-free environment, including no use of tobacco products (smoking, etc.)

### Safety and Sanitation

13. Operate tools and equipment according to prescribed safety and sanitation standards, and follow established procedures to meet high standards of cleanliness, health, and safety
14. Keep garbage collection containers and areas neat and sanitary
15. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor
16. Maintain personal appearance and hygiene

### Other

17. Complete required number of Professional Development hours for USDA and district requirements
18. Maintain punctual and regular attendance
19. Maintain a clean, neat and appropriately dressed appearance
20. Exhibit positive behavior and work harmoniously with other workers, teachers, parents and students

### Supervisory Responsibilities

None

### Evaluation

The Cafeteria Specialist's evaluation is a responsibility resting with the Cafeteria Manager. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

**Tools/Equipment Used:** Operate institutional food service equipment, standard large and small kitchen equipment and tools including electric slicer, food processors, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart, etc.

**Posture:** Prolonged standing, frequent kneeling/squatting, bending at the knees and waist/stooping, pushing/pulling, and twisting; must be able to bend at the knees and waist so that food can be lifted out of all storage areas, transported, or placed back in storage

## Cafeteria Specialist

### Job Description



**Motion:** Continual, prolonged walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching; must be able to move easily from one area in the kitchen to another; must be able to use both hands at one once so that food containers can be picked up, prepared, served, and transported; must be able to stand and walk for long periods so that food may be prepared, served or so that cashier duties can be completed

**Lifting:** Frequent heavy lifting and carrying (50 pounds); carry 18" X 26" X 2" loaded pans unassisted

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme and varied humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.