

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: Cafeteria Worker

Qualifications: One-year experience in a similar position. Candidate must possess a High School diploma. Experience in food preparation and cafeteria work. Ability to work with teachers and students with special needs. Skill in the use of Excel.

Reports to: Project Director/Supervisor or other appropriate intermediate Supervisor.

General Purpose: The Cafeteria Worker performs, under supervision, all tasks required to maintain health and safety standards in the kitchen, serve hot lunch daily, and provide vocational opportunities to students.

Essential Job Responsibilities:

A Cafeteria Worker shall:

- Oversees the daily operation of the café.
- Ensures compliance of food services department in reference to all local, state and federal laws and regulations related to food safety and wellness.
- Completes all paperwork/computer documentation necessary for state and federal free/reduced lunch reimbursement.
- Maintain current food service supervision license.
- Prepare lunch daily according to menu provided by Central Kitchen.
- Requesting/requisitioning meal supplies from Central Kitchen.
- Report kitchen equipment repair needs to Program Manager.
- Maintain portion control and food serving standards set by Central Kitchen.
- General cleaning and maintenance of kitchen to ensure compliance with Health Department inspection requirements.
- Cleaning/Sanitizing kitchen equipment, utensils and surfaces, including floors each day according to Health Department guidelines.
- Remove garbage to dumpster and replace garbage bags daily.
- Wash, dry, put away kitchen linen each day.
- Organize and clean refrigerators, freezers and food dry storage area.
- Maintain adequate supplies in kitchen (i.e. paper towels, soap, garbage bags, etc.).
- Monitor staff and students involved in vocational training and cooking activities to ensure adherence to health and safety regulations.
- Collaborate with Vocational Specialist in developing training activities.
- Monitor students involved in independent vocational activities in kitchen.
- Demonstrate safe use of kitchen equipment for staff.
- Assists district personnel as required and perform other duties as assigned.