

WADSWORTH CITY SCHOOLS

CAFETERIA HELPER

JOB DESCRIPTION

Title: Cafeteria Helper

Reports To: Cafeteria Building Manager, Food Service Supervisor, Building Administration, Director of Facilities, Superintendent and/or the Superintendent Designee

Employment Status: Part Time

W.E.S.P.A. Status: Non-Exempt

General Description:

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness. Responsible for preparing and/or directing the preparation of food to be served complying with all applicable sanitation, health, USDA, and personal hygiene standards and following established food production program and procedures. Helps in meal preparation, assists in serving foods at meal time, and helps with general clean up duties. Promotes safety practices and procedures consistent with OSHA, PERRA, ORC and OAC.

Qualifications:

1. Possess a valid driver's license.
2. Be over 18 years of age.
3. High School Diploma or equivalent.
4. Experience in the preparation and operation of institutional cooking.
5. Good health, high moral character, and good attendance record.
6. Be clean and neat
7. Have the ability to organize and carry out lunchroom procedures.
8. Must be able to lift a minimum of 50 pounds.
9. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
10. Validation of qualifications as determined by an interview.
11. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position. Experience in the preparation of institutional cooking and the following:

1. Physically able to perform all items as listed in this document.
2. Ability to read small print with or without corrective lenses.
3. Sufficient ability to compute mathematical skills with accuracy, without calculator assistance.
4. Sufficient ability to follow written and oral instructions and procedures

Essential Duties:

1. Prepares food items according to daily menus and/ or production records for any event and/ or program operating under the direction of the Food Service Department.
2. Serve food to staff and students, while following correct protocols as established by Health Department regulations, USDA standards and Department policy.
3. Responsible for proper cleaning and sanitation of dishes, cooking utensils, equipment, kitchen, and lunchroom.
4. Properly dispose of waste material.
5. Be responsible for the correct storage, refrigeration, heating and holding of food and various supplies.
6. Assists the Food Service Supervisor, Cafeteria Manager, Cook, or any other food service worker as needed to ensure that the Food Service Department may be an asset to the overall education process.
7. Safely operates and regulates kitchen/ cashier equipment, simultaneously promoting safety practices and universal precautions. Follow established safety plan and report and/or correct unsafe working conditions, equipment repair and maintenance needs.
8. Operates computerized cash register, maintains necessary accounting reports, and is responsible for cash drawer accuracy.
9. Maintains necessary paperwork, including but not limited to, food logs, holding temperature logs, cooking temperature logs, and other logs.
10. Attends all mandatory meetings and in- services, as deemed necessary by the Food Service Supervisor or district.
11. Report any accidents, discrepancies, or problems as they arise to the Cafeteria Manager.
12. Any other duty as assigned.

Other Duties:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and the practice of ethical principles and democratic values.
3. Conduct other duties as assigned related to Cafeteria Helper's position
4. Promote safety practices and procedures consistent with OSHA and PERRA Standards, USDA, local health department and HACPP principles.

Equipment Operated:

Demonstrate use and care of all equipment. See that the equipment is properly operated and cleaned. Report and problems with the equipment to the Cafeteria Manager and/or Food Service Supervisor. Operate as directed all equipment related to position that may include but not limited to:

1. All kitchen equipment, i.e., oven, stove, slicer, steamer, mixer, knives, kettles, combi-ovens, dishwasher, and holding equipment
2. Cashier Equipment

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Frequent lifting up to 50 pounds and more.
4. Continuous ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items

Terms of Employment:

The Wadsworth Board of Education in accordance with the Master Contract determines salary, work year, and terms and conditions of employment. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Evaluation:

The Administration/Supervisors in accordance with the provisions of the Wadsworth Board of Education and the Master Contract will evaluate performance of this position.

Note: The above lists are not ranked in order of importance.

This job description no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's 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 aware of the location of the Wadsworth Board of Education Personnel Policy Manual and it is available for my review.

Signature

Date

Title: **Cafeteria Helper**

Revision Date: July 13, 2015