
TITLE: CAFETERIA LEAD WORKER - CAFÉ 1144

JOB GOAL:

To ensure safe, proper and efficient operation of kitchen operations and work with staff to provide school meals in compliance with district, state, and federal regulations

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Must be Serve-Safe certified, or equivalent certification recognized by Ocean County Health Department
3. Must have three years experience in School Food Service or education or any other requirements deemed appropriate by the Food Service Director
4. Ability to use institutional food service equipment in a safe and efficient manner
5. Must possess knowledge of culinary practices and terms, must have the ability to cook and hold food at safe and proper temperatures
6. Customer service minded; ability to run a public restaurant-type operation.
7. Ability to be a team leader and give direction to employees, as well as work as a team and cooperate with others
8. Knowledge of basic computer programs including, but not limited to Microsoft Word, Excel and Outlook as well as Cafeteria Point of Sales System
9. Ability to read and write English
10. Ability to follow oral and written instructions and effectively work with employees to do the same
11. Ability to reach, bend, stoop, wipe, push and pull and perform repetitive motions
12. The physical ability to lift and carry items weighing up to 30 pounds 20% of the time
13. Ability to budget, estimate, do mathematical calculations, and work with money
14. Must be clean and neat in appearance, following uniform policies set forth by School District and local health officials
15. Must complete an annual evaluation of all staff and complete corrective action plans
16. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status
17. Understand and follow HACCP (Hazardous analysis Critical Control Points) Procedures

CAFETERIA LEAD WORKER – CAFÉ 1144 (Page 2 of 3)

REPORTS TO: Food Service Director; Superintendent and or his/her designee

PERFORMANCE RESPONSIBILITIES:

1. Shall perform in accordance with the negotiated agreement between the Board of Education and the Cafeteria Worker's Association.
2. Assumes responsibility as Cafeteria Lead Worker for Café 1144 and its catering operations, and works with Food Service Director and Cafeteria Workers in maintaining kitchen operations.
3. Represents the department in a courteous, efficient, and friendly manner in all customer and employee interactions.
4. Works with Food Service Director in developing and implementing menus
5. Order, receive, and inventory food/cleaning/paper supplies as necessary.
6. Participates in all aspects of planning, preparation, and service of meals for special events, including monitoring special event equipment and supplies.
7. Works with kitchens in following standardized recipes, ensures adherence to established procedures for meal service and attentiveness to food presentation.
8. Ensure that kitchen follows portion control, minimizes waste, and appropriately utilizes leftover foods.
9. Ensure that kitchen operations meet standards of cleanliness, sanitation and safety in compliance with Health Department, HACCP, and Bio-Security policies.
10. Assist in training and evaluating Food Services Department Employees and developing corrective action plans when necessary.
11. Implement new items, special promotions, and projects relative to Café 1144 and its catering operations.
12. Attend scheduled meetings and trainings relative to job responsibilities. Participates in Wellness Committee activities.
13. Availability for district services related to emergency situations on an "as needed" basis.
14. Perform other duties as assigned by the Food Services Management Team and district administration consistent with this job description.

CAFETERIA LEAD WORKER – CAFÉ 1144 (Page 3 of 3)

15. Complete all paperwork required by the NJDA & USDA.
16. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

Performs such other duties as may be assigned by the Superintendent or his/her designee

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Forty (40) hour work week on a 12 month basis.

Adopted by: Toms River Regional Schools
Date: 9/20/2017
Revision: 8/27/2019