
TITLE: CAFETERIA WORKER

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required
3. Warm and understanding attitude toward children
4. Ability to work as a team and cooperate with others
5. Ability to read and write English
6. Ability to follow oral and written instructions
7. Ability to use institutional food service equipment
8. Ability to reach, bend, stoop, wipe, push and pull and perform repetitive motions
9. The physical ability to lift and carry items weighing up to 30 pounds 20% of the time
10. Ability to do mathematical calculations and cash transactions
11. Must be clean and neat in appearance, following uniform policies set forth by School District and local health officials

REPORTS TO: Cafeteria Lead Worker; Superintendent and or his/her designee

JOB GOAL: To provide school meals in compliance with district, state, and federal regulations

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 food service worker, and follows work assignments, and maintains work station(s).
3. Represents the department in a courteous, efficient, and friendly manner in all customer and employee interactions.
4. Understand and adhere to National School Lunch Program Regulations and Nutrition Policy.
5. Follow standards of sanitation and safety in compliance with Health Department, HACCP, and Bio-Security policies.
6. Follows established procedures for service and distribution of meals, while also ensuring standard portion control and proper food presentation.
7. Participates in preparation and service of planned meals for special events.
8. Maintains required forms and records as assigned.

CAFETERIA WORKER (Continued)

9. Assists in the daily cleanup and scheduled major cleaning of the kitchen, service areas, storage areas, and equipment.
10. Operate cash register and POS system and maintain records of meal sales.
11. Responsible for safe and proper operation of all food service equipment.
12. Responsible for notifying kitchen lead of any equipment problems or breakdowns as soon as possible.
13. Must attend school meetings and trainings relative to job description.
14. Complete paperwork required by NJDA & USDA.
15. May be required to fill in for Lead Cafeteria Worker in absence of Lead Cafeteria Worker.
16. Possess ability to cook and hold food at proper temperatures.
17. Perform other duties as assigned by the Food Service Management Team and district administration consistent with this job description.
18. 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.

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.

Employed on a 10 Month basis

Adopted by: Toms River Regional Schools

Date: 3/16/2016

Revision: 8/27/2019