



# PHILADELPHIA PUBLIC SCHOOL DISTRICT

## Job Description



TITLE: Cafeteria Worker

Board Approved: September 8, 2015

### **EDUCATION QUALIFICATIONS AND PREREQUISITES**

1. High school diploma or equivalent; experience may substitute for education
2. Physical fitness and emotional stability to carry out the responsibilities of the job
3. Experience in food service preferred
4. Ability to understand and carry out instructions
5. Maintain a good relationship with all cafeteria staff, school personnel and students
6. Such other qualifications as may be set by the Board of Trustees

**SUPERVISES** N/A

**REPORTS TO** Cafeteria Manager and Food Service Supervisor

### **JOB GOAL**

Responsible for the efficient operation of the school food service program within the budget restraints under the direction and guidance of the Food Service Supervisor and in coordination with the principal

To comply with all rules and regulations of the U.S. Office of Child Nutrition, the USDA, and the Department of Health

### **DUTIES AND RESPONSIBILITIES**

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

### **TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

1. Perform the duties assigned in relation to preparation of food, serving of food, cleaning all areas of the kitchen, or other assigned duties in the time allotted
2. Prepare all types of foods, such as: vegetables, meats, soups, salads, sandwiches, and desserts
3. Operate kitchen equipment, such as: ovens, steamers, electric mixers and slicers
4. Setup steam tables and serving counters and serving food
5. Washing dishes, pots, pans and silverware
6. Cleaning all areas in the cafeteria, such as: floors, tables, counters, and serving lines
7. Perform duties involved in the safe preparation and handling of food, operation, cleaning and sanitizing of equipment and facilities, serving of food, cashiering, and recordkeeping
8. Attend training meetings as required
9. Report to work at designated time, **clock in** and remain on the job until your designated leave time, then **clock out**
10. Notify the director or manager at the earliest possible time when unable to work.
11. Maintain pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits
12. Maintain desirable relations between school and community
13. Follow all policies of the School Board and instructions of the supervisor/manager relating to safety measures, sanitation practices, personal standards, work techniques, and methods of performing duties

14. Performs other duties as assigned

**TERMS OF EMPLOYMENT**

182 days annually with salary as approved by the Board of Trustees

**EVALUATION**

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.