

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**GENERAL CAFETERIA WORKER**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Two years work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work harmoniously with students and other adults and provide friendly service. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to learn to operate basic food service equipment and machinery. Ability to follow simple instructions and skill in performance of routine non-technical duties involving clean-up and serving of food. Basic math skills necessary for preparation of recipes; i.e., measurement, ratio and proportion, multiplication, division, addition, subtraction and counting ability necessary for inventory. Communication skills necessary for reading and understanding labels and functional and cordial discourse with children and adults.

**REPORTS TO:**

Cafeteria Manager

**JOB GOAL**

To perform routine manual work in the serving and preparation of food in a school lunch room, including many custodial and housekeeping tasks.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES**

- (1) Wash, peel and prepare fruits and vegetables for salads and cooking; clean and dress poultry and fish; grind meat for hamburger; prepare coffee, tea and other beverages, make salads, sandwiches, soups and simple desserts.
- (2) Set up trays, steam tables and food carts for serving line; serve food on cafeteria line; may set up for special luncheons, dinners.
- (3) Scrape trays, wash dishes, pots and pans; empty refuse; clean kitchen and dining area floors and tables; clean stoves, ovens, steam tables, food carts, windows, doors, refrigerators and other equipment; help maintain clean storage area and stored food in proper condition.
- (4) Inventory, check in and put up stock items.
- (5) Use basic math skills necessary for preparation and adaptation of recipes.
- (6) Use effective, positive, interpersonal communication skills.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.
- (8) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**

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**GENERAL CAFETERIA WORKER (Continued)**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade minimum wage - 9  
10 months  
Variable hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**