MT. VERNON
COMMUNITY SCHOOL CORPORATION
Food Services Department

Cafeteria Employee Job Description

Reports to: Cafeteria Manager

Job Objective:

Performs a variety of duties that support the effective delivery of quality food services. Responsible for conducting themselves in an appropriate manner, setting an example for students, parents and coworkers by reflecting the Mt. Vernon Schools Vision and Mission.

Minimum Qualifications:

- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and all board policies.
- **Ability to lift, carry, move work-related supplies/equipment up to and including 50lbs.**
- **Ability to stand for extended periods, complete repetitive tasks and perform tasks that require strenuous physical exertion including lifting, bending and twisting.**
- Ability to interact comfortably and confidently with the public.
- Ability to prepare standardized recipes using commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety laws/regulations.
- Ability to accurately measure, weigh, count and adjust recipe ingredients.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Actively support and participate in the district and community's commitment to diversity, inclusion, and equity goals.
- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Refers corporation policy/procedure questions to administrators/supervisors.
- Advances the corporation's professional image through proper attire and personal hygiene.
- Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Prepares/cooks food as directed. Complies with corporation specifications and mandated food service regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.).
- Assists other staff as needed to deal with unexpected or urgent situations.
- Sets up serving lines. Serves customers. Replenishes supplies.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors

students to help maintain orderly behavior. Does not leave the cash register unattended.
- Follows established sanitization procedures to properly wash dishes in three compartment sink.
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Stores leftover food, kitchen supplies, and equipment. Secures storage areas as directed.
- Helps with special corporation events (e.g., banquets, etc.). Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Helps prepare for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- **Performs other specific job-related duties as directed.**

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.
- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains accurate records and submits required paperwork on time.
- **Maintains an acceptable attendance record and is punctual.**
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and corporation policies/procedures when involved in the following situations/conditions.
- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

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Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Mt. Vernon School Corporation.

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Staff Member's Signature Date

The Mt. Vernon Community School Corporation is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.