

Franklin County Community School Corporation

Job Title	Cafeteria Employee			
Position Type	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input checked="" type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The purpose of the Cafeteria Employee is to assist in the preparation, serving and clean-up of the school breakfast and lunch program.

Duties:

1. Learn, understand, and follow all applicable school breakfast/lunch guidelines.
2. Follow recipes as directed by the Cafeteria Manager and/or Director of Food Service.
3. Properly use and care for equipment.
4. Follow proper sanitary procedures.
5. Follow proper storage procedures.
6. Record removal of supplies from storage as directed by the Cafeteria Manager.
7. Complete record of daily food use for Cafeteria Manager's report.
8. Report absences including tardiness to the Cafeteria Manager in a timely manner.
9. Follow work assignment schedule developed by the Cafeteria Manager.
10. Cooperate with the Cafeteria Manager and co-workers.
11. Follow directions/instructions provided by the Cafeteria Manager.
12. Follow appropriate chain of command in all work related matters.
13. Demonstrate courtesy to students, faculty and others.
14. Perform all other duties as assigned by the Cafeteria Manager, the Building Principal, Director of Food Services, Assistant Superintendent for Business and Transportation, and/or the Superintendent of Schools.

Skills/Qualifications:

1. Shall have earned a high school diploma or its equivalent
2. Shall be generally in good health
3. Shall test negative to a yearly TB test taken prior to the beginning of the school year.
4. Shall demonstrate a genuine interest in institutional food preparation and related work
5. Shall possess the ability to cook and bake quality food products
6. Shall possess the stamina to stand for extended periods of time on tile/concrete floor.
7. Shall possess the ability to lift a reasonable amount of weight
8. Shall possess the stamina to keep hands in water for extended periods of time.
9. Shall possess and be able to demonstrate the abilities to complete assigned tasks involved in food service to the expected standard in a timely fashion.
10. Shall possess and be able to demonstrate a cooperative attitude in accepting and completing work assignments.

Evaluated by	Food Service Director
	The employee shall be evaluated annually.

