

Delaware Valley School District



Cafeteria Personnel

Job Descriptions

POSITION: **CAFETERIA CASHIER**

REPORTS TO: Cafeteria Supervisor

Qualifications:

1. Must be a high school graduate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. Possess a satisfactory Criminal and Child Abuse History Clearance. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.
9. Possess accurate skill in caring for and recording the exchange of money.

Essential Functions:

The Cafeteria Cashier shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills.
10. Maintain confidentiality.
11. Lift boxes up to 50 pounds.
12. Possess skills to supervise students in cafeteria setting.
13. Be able to work independently, without supervision.
14. Possess good decision-making skills in pressure situations.

Duties:

The Cafeteria Cashier will:

1. Maintain an accurate account of the sale of school lunches through the database.
2. Be familiar with all food prices.
3. See that a record is maintained of all daily sales.
4. Count and record all daily receipts.
5. See that all receipts are turned over to the Cafeteria Supervisor.
6. Be capable of doing the job in an expeditious manner so as not to slow the serving process.
7. Maintain personal hygiene as deemed necessary by the Cafeteria Supervisor.

Evaluation

The position of Cafeteria Cashier will be evaluated by the Cafeteria Supervisor.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **HEAD COOK**

REPORTS TO: Cafeteria Supervisor

Qualifications:

1. Must possess the following:
 - a. High school diploma
 - b. Two years of experience of preparing foods in a large-scale food service operation
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.
9. Possess accurate skill in caring for and recording the exchange of money.

Essential Functions:

The Head Cook shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills.
10. Maintain confidentiality.
11. Lift boxes up to 50 pounds.
12. Possess skills to supervise students in cafeteria setting.

13. Be able to work independently, without supervision.
14. Possess good decision-making skills in pressure situations.

Duties:

The Head Cook will:

1. Know the proper methods of preparing, cooking, baking, and serving food.
2. Be familiar with the laws and regulations relating to the preparation and serving of food.
3. Be familiar with a wide variety of standard recipes.
4. Be familiar with the U.S.D.A. regulations on handling and storing food.
5. Be able to direct a large-scale food-serving program.
6. Be able to assist in the planning and organization and supervision of other cafeteria personnel.
7. Be able to assist in the keeping of inventory records and preparing inventory reports.
8. Be able to establish and maintain an effective working relationship with other personnel.
9. Be responsible for the cafeteria personnel following all directions.
10. Participate as needed in the preparation, cooking, baking, serving and storing of all food as well as necessary clean-up work.
11. Maintain personal hygiene as deemed necessary by the Cafeteria Supervisor.

Evaluation

The position of Head Cook will be evaluated by the Cafeteria Supervisor.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **CAFETERIA WORKER**

REPORTS TO: Cafeteria Supervisor

Qualifications:

1. Must possess one of the following:
 - a. High school diploma
 - b. Experience in food preparation and serving.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.

Essential Functions:

The Cafeteria Cashier shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills.
10. Maintain confidentiality.
11. Lift boxes up to 50 pounds.
12. Possess skills to supervise students in cafeteria setting.
13. Be able to work independently, without supervision.
14. Possess good decision-making skills in pressure situations.

Duties:

The Cafeteria Worker will:

1. Wash, cut, and assemble food and ingredients as directed by the head cook.
2. Follow all applicable health and sanitation requirements.
3. Assist in the preparation of all food.
4. See that all unused foods are properly stored according to state regulations.
5. See that all equipment, dishes, and utensils are properly cleaned and stored.
6. Assist in the serving, setting up of steam tables and arranging for food for transport as required.
7. Operate the dishwasher and other mechanical kitchen equipment as required.
8. Perform any other duties assigned by the head cook.
9. Maintain personal hygiene as deemed necessary by the cafeteria supervisor.

Evaluation

The position of Cafeteria Worker will be evaluated by the Cafeteria Supervisor.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.