

LEAD CAFETERIA ASSOCIATE

Purpose Statement

The job of Lead Cafeteria Associate was established for the purpose/s of preparing, cooking, and serving food items to students and/or district personnel that meet mandated nutritional requirements; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to Site Administrator.

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Calculates quantities of food to be produced, orders supplies and food items needed for site and catering events for the purpose of maximizing efficiency and economy.
- Cleans and maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Coordinates and directs work flow, including scheduling and production for the purpose of the operation of the Food Service Program at the assigned site.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be served to students and/or district staff.
- Follows the standard operating procedures set forth by Buckeye Union School District Food Service Department for the purpose of legal compliance.
- Performs cashiering duties, accounts for monies collected, inputs information into the district computer program for the purpose of accurate record keeping.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the site.
- Performs record keeping and prepares required reports (e.g. end-of-month reports, menu production records, temperature logs, transport logs) for the purpose of monitoring compliance and budget.
- Prepares food items in large quantities according to a predetermined menu, adhering to standardized recipes, utilizing portion control methods based on Traditional or Nutrient based menu planning approaches for the purpose of meeting mandated nutritional and projected meal requirements.
- Provides orientation of new employees for the purpose of providing training.
- Receives and stores deliveries, rotates food items, keeps running daily and monthly inventories, checks and initials invoices for products received for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Sets up, serves, and sells breakfast, lunch, and ala carte, if applicable, to students and/or district staff for the purpose of meeting mandated nutritional requirements.
- Works with confidential information for the purpose of meeting National School Lunch Program confidentiality requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: prepare food in large quantities, read, understand, and follow standardized recipes; adhere to nutrient standard and/or traditional based menu guidelines; perform mathematical calculations and accounting procedures with speed and accuracy; understand and implement oral and written directions given in English; communicate effectively, both orally and in writing; maintain cooperative and professional relationships and work effectively with those contacted during the course of work.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

SIA evaluation test

Certificates & Licenses

"Safe Serve" Certificate issued by the Health Department may be required

Continuing Educ. / Training

None Specified

Clearances

TB Test
Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

3/12/2008

Salary Grade

Classified Range 7