



Job Description

Job Title: Cafeteria Staff Assistant Substitute

Reports to: Cafeteria Manager

Qualifications/Job Requirements:

1. Must possess a high school or general equivalency diploma;
2. Must be able to understand and follow verbal and written instructions;
3. Must have the ability to operate large and small kitchen equipment and tools;
4. Must have the ability to perform basic arithmetic operations;
5. Must be able to meet associated working factors of physical stamina to include tolerations of continual standing, walking, pushing, pulling, frequent stooping, bending, kneeling, and moderate lifting and carrying; and
6. Must be able to meet associated environmental factors common to food service operations to include temperature variances (extreme hot and cold temperatures.)

Responsibilities and Essential Functions:

- Prepares quality food, according to a planned menu of tested, uniform recipes
- Serves food according to meal schedules, departmental policies, and procedures
- Operates tools and equipment according to prescribed safety standards
- Assists with stocking of food and non-food supplies
- Follows established procedures to meet high standards of cleanliness, health and safety
- Maintains personal appearance and hygiene suited for the school cafeteria
- Maintains positive interactions with staff members, students, parents, teachers, and visitors
- Performs functions of other school nutritional service positions as requested by the cafeteria manager (e.g. cashiering, dish-room attending, batch-cooking, etc.) for the purpose of ensuring adequate staff coverage
- Maintains physical demands required: 5% sitting, 35% walking, 60% standing
- Attends professional development meetings to improve knowledge and skills
- Performs other duties as assigned by the cafeteria manager

FLSA Status: Non-Exempt

Terms of Employment: As needed; Hourly rate to be established by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.