



Job Description

Job Title: Cafeteria Staff Assistant

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;
6. Must be able to meet associated environmental factors common to food service operations to include temperature variances (extreme hot and cold temperatures.)
7. Must have the ability to lift and carry objects weighing 30 lbs.

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: 188 day calendar; Salary 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.