

Middletown, CT Job Description

Classification Title	Cafeteria Worker
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to prepare and serve meals in accordance with regulations and requirements. ~~-and to clean kitchen areas in accordance with regulations and requirements. The work is performed under the direction of the Cafeteria Manager.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares kitchen areas for daily operation. Rotates and fills snacks and juices.
- Prepares and serves breakfasts and lunches. Prepares main line and ala carte menus according to recipes and regulations and requirements.
- ~~Sells, distributes and collects hot lunch and milk tickets; maintains list of students eligible for free/reduced tickets. Sells ice cream and ala carte items.~~
- Prepares and processes daily paperwork, production records and temperature log. ; ~~p~~Prepares deposits of money collected from ticket sales; ~~prepares weekly itemization of lunch, breakfast and milk counts; maintains lists of free and reduced tickets.~~
- Takes inventory and rotates stock.
- Cleans and sanitizes kitchen areas and equipment in accordance with requirements and regulations.
- ~~May do daily laundry.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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High school diploma or equivalent with six months of food service experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Food service Certification.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.~~
- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~
- ~~Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, daily notices, menus, recipes, count sheets, deposit slips, free/reduced lists, temperature guidelines and general operating manuals.~~
- ~~Requires the ability to communicate orally and in writing with the Cafeteria Manager and all other food service workers, students, teachers, principal, and school staff.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations

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- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as kitchen equipment and machines, cash register, calculator, and/or materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as preparing food.~~
- ~~Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling,~~

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~~crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~

~~• Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and ingredients.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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