

# Position Description

**Title:** CAFETERIA WORKER

**Reports to:** CAFETERIA MANAGER

**Exempt or**

**Nonexempt:** NONEXEMPT

**THIS POSITION IS AT-WILL**

**Summary of Position:**

---

Provide friendly, responsive service in a clean and safe environment that all of our customers and co-workers will enjoy.

**Essential Functions, Duties and Responsibilities, Include without Limitation:**

---

- Understand and comply completely with all policies, procedures, standards, specifications, guidelines, directives, assignments, and training programs.
- Prepare and cook food as per recipes, production records and manager instruction.
- Keep a clean and safe work area including equipment, utensils, pots and pans.
- Maintain clean and well stocked serving areas including the serving line, salad bars and milk boxes.
- Serve meals to students, staff and parents.
- Be ready and willing to assist fellow workers as situations arise.
- Help put away deliveries in a safe manner, rotating stock using FIFO.
- Sweep and mop floors as needed.
- Remove trash from kitchen and dining room if applicable.
- Follow all local and SFE health regulations.
- Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by the manager or immediate supervisor.
- Ensure that the Company's operations for which this position is responsible follow sound financial practices, comply with applicable legal requirements, and comport with established practices in all regards.
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by the Company's policies.
- Ultimate accountability for all duties within the scope of this position's responsibilities.
- Submitting reports as directed and in compliance with deadlines.





