

Harvard Public Schools Cafeteria Worker Job Description

It is the policy of Harvard Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

*** This Job Description is in addition to and supplements
the Master Classified Job Description***

- A. Job Title:** Cafeteria Worker

- B. Department:** Nutrition Services

- C. Education Level and Certification:** High school degree or GED preferred. Possess any required Food Handlers permit, and any other required certification and training. Previous food service experience, customer service experience, and cash handling experience preferred.

- D. Reports To:** Nutrition Services Manager/Head Cook.

- E. Performance Responsibilities and Job Tasks**
 - 1. Preparing, portioning, and serving food and beverages.
 - 2. Cashiering and maintaining accurate records of payments.
 - 3. Cleanup duties: clean and organize eating, service, and food preparation areas, wash pots, pans, dishes, utensils and other cooking equipment to ensure cleanliness and functional operation, and proper storage of leftovers.
 - 4. Arrange tables and decorations according to instructions.
 - 5. Compile and maintain records of food and beverage use and expenditures.
 - 6. Direct activities of one or more workers who assist in preparing and serving meals.
 - 7. Monitor use of government food commodities to ensure that proper procedures are followed.
 - 8. Plan or assist with the planning of menus that are varied, nutritionally balanced, and appetizing.
 - 9. Plan or assist with meeting special dietary or nutritional restrictions of students.
 - 10. Take inventory of supplies and equipment and notify cafeteria personnel of shortages and defective equipment.
 - 11. Train or assist with the training of new employees.
 - 12. Develop and maintain a positive, professional rapport with students and parents and co-workers.
 - 13. Adhere to all federal and State USDA regulations and State and local Food Codes.
 - 14. Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors.

F. Required Knowledge

The Cafeteria Worker is to possess and effectively utilize knowledge in the following areas:

1. Food Handling—Knowledge of techniques and equipment for food handling, including storage/handling techniques.

G. Working Conditions

1. Inside kitchen and lunchroom.
2. Exposure to extremes of heat and humidity, high temperatures from cooking operations, and hazards of moving machinery, hot cooking surfaces and equipment, hot grease, slippery floors, and sharp objects.

H. At-Will Position. This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent’s designee.

Physical Requirements Cafeteria Worker		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1. Sitting			X			
2. Walking					X	
3. Standing						X
4. Sprinting/Running		X				
Flexibility						
5. Bending or twisting at the neck more than the average person					X	
6. Bending or twisting at the trunk more than the average person					X	
7. Squatting/Stooping/Kneeling					X	
8. Reaching above the head					X	
9. Reaching forward					X	
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)						X
Activities						
11. Climbing (on ladders, into large trucks/vehicles, etc.)			X			
12. Hand/grip strength					X	
13. Driving on the job		X				
14. Typing non-stop			X			
Use of Arms and Hands						
15. Manual dexterity (using a wrench or screwing a lid on a jar)					X	
16. Finger dexterity (typing or putting a nut on a bolt)					X	
Lifting Requirements						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist					X	
Waist to shoulder				X		
Shoulder to overhead				X		
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist					X	
Waist to shoulder					X	
Shoulder to overhead				X		
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist					X	
Waist to shoulder				X		
Shoulder to overhead				X		
20. Lifting 51 to 75 pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
21. Lifting 76 plus pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?			X			
Pushing/Pulling						
23. 25 to 50 pounds				X		
24. 51 to 75 pounds			X			
25. 76 to 90 pounds			X			
26. Over 90 pounds		X				
Carrying						
27. 10 to 25 pounds					X	
28. 26 to 50 pounds				X		
29. 51 to 75 pounds		X				
30. 76 to 90 pounds		X				
31. Over 90 pounds		X				