

## PERSONNEL

### CAFETERIA WORKER II Salary Schedule 5 Range 4

#### DEFINITION

Under direction of the Cafeteria Head Cook, to perform a wide variety of cooking and food preparation duties, and to do related work as required.

#### EXAMPLES OF DUTIES

As Cook: Prepare, cook and bake a wide variety of foods; estimates quantities needed, and selects, measures, and prepares ingredients for cooking and baking; responsible for an accurate tray count for the number of meals served; assists the Head Cook in ordering supplies, and conducts monthly inventories; keeps ovens and cooking area clean; operates grills, ovens, steamers, stoves, and mixers; washes all utensils used; cleans steam table after serving lunch; cleans and refills milk case after lunch; estimates quantities needed, and selects, measures, and prepares ingredients for cooking and baking; prepare, cook and serve all items on breakfast menus; clean up after meals; wash trays, tables, and utensils used; verify money count; helps on the serving line during meals; keeps ovens, grills, and food preparation areas clean; assist other employees when necessary and help with general clean up and preparations for the next day within the cafeteria.

#### DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in general cooking and baking; Sanitation principles applicable to the preparation and serving of foods; Kitchen utensils and equipment.

Ability to:

1. Independently perform assigned cooking, set up and serving responsibilities on own initiative without close supervision.
2. Operate ovens and related equipment.
3. Understand and carry out oral and written directions.
4. Maintain cooperative working relationships with those contacted in the course of work.
5. Independently perform assigned cooking, set up and serving responsibilities on own initiative without close supervision; operate ovens and related equipment.
6. Understand and carry out oral and written directions.
7. Stay abreast with the latest state and federal mandates
8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- |                                  |   |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |

- 1 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 1 g. Ability to lift 50lbs.
- 2 h. Ability to carry 50 lbs.

PERSONNEL  
CAFETERIA WORKER II (continued)

4 i. Ability to reach all directions.

Experience:

One year of experience in institutional food preparation preferable. Safe serve certificate preferred.

Education:

High School Diploma/or GED. Basic computer skills

Adopted: Sept. 8, 1976  
Revised: January 11, 1994  
Revised: Adopted: January 9, 1996  
Revised: January 23, 1997  
Revised: January 9, 2018 Adopted: