*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Cafeteria Worker

 **Reports to:** Director of Food & Nutrition

 **Employment Status:** Regular/Part-time

 **FLSA Status:** Non-Exempt

 **Description:** Support and assist the Cook, the Supervisor, and other staff to ensure an efficient, clean and pleasurable nutritional experience to the student population of the district

 **NOTE:** The below lists are not in order of importance

**Essential Functions:**

* Ensure safety of students
* Assist in preparation of food
* Maintain sanitary work area, i.e., clean counters, equipment, tray stations, etc.
* Dispense food
* Wash pots, pans, utensils and other food prep materials
* Maintain serving area as needed with proper utensils, condiments, etc.
* Adhere to all sanitary standards as in both work and attire as stipulated during training
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Attend meetings and in-services as required
* Maintain a pleasant, cooperative work atmosphere

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Exercise care and safety in the use of all utensils and equipment
* Interact in a positive manner with staff, students and parents
* Respond to routine questions and requests in an appropriate and timely manner
* Perform other duties as assigned by the Director of Food and Nutrition Services and/or Cook

**Qualifications/Certificates:**

* High School Diploma
* Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Ability to read and understand verbal and written instructions, warnings and labels
* Organizational and problem solving skills
* Ability to work quickly and efficiently

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoops
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

 Can Opener Oven Dishwasher Food processor Grinder

 Knives Microwave Mixer Steamer Braiser

 Vending Machine Calculator Cash Register Other relevant equipment/technology

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below signifies that I have reviewed the contents of my job description and that I understand the requirements of my position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date