

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Nutrition Cafeteria Assistant (088)**

Job Family: 9

Department: All Schools

Lane Placement: 1

Supervisor's Title: School Principal and Nutrition Manager

Contract: Hourly

FLSA Classification: Non-Exempt

Hours: Part Time

Original date: 04/93 Revised: 12/98 Revised: 09/10 Revised: 12/14 Revised: 10/21**GENERAL FUNCTION**

Under the supervision of the school principal and nutrition manager, the **Cafeteria Assistant** maintains a clean, safe and pleasant cafeteria environment. Monitors point of service for accuracy, counts lunch money and assists manager with meal service. Clean up spills, wipe tables and restock cafeteria supplies, serving lines and milk coolers. Supervise students in the cafeteria and assists other employees as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Maintain a clean, safe and pleasant environment for students, faculty and patrons.
- Wipe tables, clean up spills, pick up trash and replenish cafeteria serving lines and fill milk coolers.
- Count money, as directed by the meal clerk, following correct accounting procedures.
- Monitor trays to ensure tray has correct components for a reimbursable meal and complies with Federal guidelines.
- Supervise students eating in the cafeteria. Direct students in cafeteria procedures.
- Assist with student workers to maintain order and cleanliness.
- The employee must wear attire that is clean, professional and compliments the work environment including non-slip shoes.
- Assist the nutrition manager with additional duties as needed. May assist with minimal food preparation.
- Complete all department required training and follow department safety guidelines.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- High School diploma, GED or equivalent preferred.
- Must acquire and maintain a current Food Handler's permit.
- No prior work experience is required.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and must be proficient in mathematics (e.g., counting, addition, subtraction, multiplication, division).
- Incumbent must be attentive to detail and accuracy.
- Must have good interpersonal skills, relating cooperatively with parents, students, and staff.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must work quickly and accurately to meet daily deadlines.
- Ability to respond quickly to situations in the lunchroom.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Cash register, computer, calculator.
- Cleaning supplies and chemicals as needed.

Physical Requirements – Not limited to the following:

- Requires occasional lifting from floor to waist up to 35 pounds; lifting awkward items up to 35 pounds; carrying up to 40 pounds; and a single bucket carry up to 52 pounds.
- Requires constant standing and/or walking. Requires occasional sustained bending and reaching. Requires occasional squatting, kneeling or half-kneeling.
- Requires occasional balancing while walking on slick or wet surfaces.
- Requires constant talking and hearing, including oral communication with students, coworkers and manager.
- Requires frequent Near Visual Acuity to count money or view computer monitor.
- Requires dexterity to frequently use keyboard and 10-key.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*