

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CAFETERIA WORKER

Date of Adoption: October 11, 2018

JOB TITLE: Cafeteria Worker

REPORTS TO: Cafeteria Manager and/or Designee

NATURE AND SCOPE OF JOB:

To prepare and serve attractive and nutritious meals for students and staff.

QUALIFICATIONS:

1. High School diploma or equivalent training.
2. Minimum experience in cafeteria food service work as determined by the Board.
3. Knowledge of kitchen production procedures, recipes, and use of equipment.
4. Knowledge of the POS system.
5. Ability to fill in for other positions in the cafeteria.
6. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
10. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education.

JOB RESPONSIBILITIES:

1. Prepare all Bagel, Cereal and Yogurt Bag lunches
2. Expedite all outgoing staff meals.
3. Train new employees on kitchen procedures (prep, equipment use, cooking etc.).
4. Complete necessary portions of Production Records.
5. Fill in for any absent employee (cook, cashier, deli, server).
6. Responsibly prepares all Gluten Free meals.
7. Assembles items for catered events.
8. Perform all other duties and responsibilities assigned by the Cafeteria Manager and/or designee.

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EVALUATION:

The Cafeteria Manager and/or designee shall evaluate the Cafeteria Worker in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.