

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title	Cafeteria Specialist	Wage/Hour Status:	Non Exempt
Reports To:	Cafeteria Manager	Date Revised:	05/30/17
Dept./School:	Assigned Campuses/ Food & Nutritional Services (FANS)		

Primary Purpose:

Responsible for preparing appropriate quantities of food to meet menu requirements and maintaining high standards of quality in food production, sanitation, safety practices, and customer service.

Qualifications:

Education/Certification:

Texas Food Handler Certification or State Sanitation Certification

Six hours of professional development annually

Special Knowledge/Skills:

Working knowledge of the kitchen equipment, food production, and sanitation principles

Ability to perform basic math operations

Ability to read and understand standardized recipes

Ability to deal with all people in a courteous manner

Experience:

One or two years of food service experience

Major Responsibilities and Duties:

Compliance and Program Accountability

Prepare quality food according to planned menu using standardized recipes

Adhere to scheduled meal serving times

Assist in ordering necessary food supplies

Document food production for federally required records

Personnel Interaction and Customer Service

Promote teamwork and interaction with fellow staff members

Deliver friendly, accurate and fast service in a respectful and professional environment

Maintain a high level of quality, service, and cleanliness and adhere to high standards

Job Title: Cafeteria Specialist

Work with a sense of urgency and model great service to all customers

Sanitation, Safety, and Security

Store food items properly and maintains a clean organized work area

Demonstrate knowledge of and proper use of large and small kitchen equipment

Maintain sanitary working conditions to eliminate contamination

Clean work area and equipment using approved oven cleaners, detergents and other chemical products

Store bulk foods or products on shelves up to five feet, using a step stool as needed

Maintain the recycling, trash, and garbage collection in a neat and sanitary fashion

Maintain standards of personal appearance and hygiene according to district / department policies and procedures

Follow safety requirements per departmental guidelines

Professional Growth and Development

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Uses large and small kitchen equipment to include, but not limited to, electric slicer, institutional mixer, pressure steamer, sharp cutting tools, ovens, dishwashers, and food utility carts

Working Conditions:

Mental Demands:

Work with frequent interruptions. Maintain emotional control under stress; able to learn and apply new methods in all areas; initiator; makes suggestions for improvements

Physical Demands:

Standing, walking, pushing and pulling, frequent lifting and carrying 30-50 pounds; some stooping, bending and kneeling

Environment:

Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water

Job Title: Cafeteria Specialist

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05-30-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____