

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Cafeteria Specialist	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Cafeteria Manager	<b>Pay Range:</b>	210
<b>Dept./School:</b>	Assigned Campuses / Food & Nutritional Services (FANS)	<b>Date Revised:</b>	03/11/2020

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**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:**

- Ability to read, write and understand verbal instructions in English
- Texas Food Handler Certification or State Sanitation Certification
- Completion of new employee orientation
- Eight 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 interact with all people in a courteous manner
- Ability to work with a sense of urgency in a fast-paced environment
- Ability to work in a team environment

**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, and serve meals using designated portioning tools according to department guidelines
- Assist in ordering necessary food supplies

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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 manner; strive to satisfy customers

Adhere to and maintain a high level of quality, service and cleanliness; take pride in work

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

Work as part of a team and exemplify dependability

**Sanitation, Safety and Security**

Properly store food items and maintain 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

Wash dishes, etc. using industrial dishwasher; and wash pots and pans in deep sink

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:**

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; make suggestions for improvements

**Physical Demands/Environmental Factors:**

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

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**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:** 07-29-19

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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:** \_\_\_\_\_