



## ***Eminence Community School Corporation***

6764 SR42 North  
Eminence, IN 46125  
(765) 528-2101



Title/Position: Cafeteria Assistant

Date Close: March 3, 2019

Category: Food Service

Employment Type: Part Time

Start Date: ASAP

RECOMMENDED BY: Food Service Director

REPORTS TO: Food Service Director

EVALUATED BY: Food Service Director

SALARY/DAYS/BENEFITS: Salary, number of days, and benefits determined by the Board

### **SUMMARY:**

Assists in preparing and serving meals to students and staff and assists with the cleaning and upkeep of the kitchen facilities.

### **EDUCATION/LICENSE/EXPERIENCE REQUIREMENTS:**

1. High School Diploma or General Education Degree (GED). 2. Previous experience with large scale cooking, food preparation, and serving preferred but not required. 3. Such additional qualifications as the Board or the State of Indiana may require.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties as assigned.**

1. Assists in the preparation and serving of food.
2. Maintains the highest standard of safety and cleanliness in the kitchen.
3. Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
4. Assists in daily cleaning and upkeep of the kitchen equipment and facilities,
5. Checks food deliveries against purchase order if needed.
6. Assumes responsibility for storage and disposal of unused food.
7. Courteous and pleasant to customers and fellow workers at all times.
8. Maintains a high degree of confidentiality.
9. Maintains professional appearance and behavior while on duty.
10. Ensures own regular and prompt attendance.
11. Effectively completes regular and other job performance criteria as assigned.
12. Promotes good public relations for the school district and community.
13. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
14. Performs such other tasks and assumes such other duties and responsibilities as the Food Service Director may assign.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms.

**OTHER SKILLS and ABILITIES:** Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with administrators, students, staff and the community. Ability to perform duties with awareness of all district requirements and policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee frequently is required to use hands and fingers, handle or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in temperatures above 90 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where the employee must raise their voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

*The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position, Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*