

**Essex Westford School District  
Job Classification Description**

<b>JOB TITLE:</b>	<b>Cafeteria Worker - Grade 3</b>
<b>FLSA STATUS:</b>	Non-exempt
<b>UPDATED:</b>	August 29, 2017

**BASIC FUNCTION**

To perform a variety of routine and skilled food preparation and service tasks for the K-8 and high school cafeteria programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Clean and organize food service and dining areas.
- Serve foods to students.
- Stock, clean and maintain food, equipment and beverage lines.
- Make a variety of sandwiches: slice meats, cheese and vegetables; mix sandwich salads; assemble sandwiches; wrap and tray/box for service or delivery to outlets.
- Prepare and serve grilled foods and sandwiches to students
- Stock and maintain inventory of condiments.
- Set up components of the salad bar, and prepare salads for salad bar as assigned.
- Assist with daily cleaning duties in the cafeteria including cleaning equipment and work areas, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of leftovers.
- Assist with routine food preparation tasks, such as cleaning and cutting up fruits and vegetables, making and wrapping sandwiches, preparing/cooking other food offerings and the like.
- Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the building administrator or Food Service Director.
- Comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.
- Perform cashier duties: set up cash drawer; operate cash register; cash out at the end of the day.

**SUPERVISION RECEIVED**

At the Educational Center: Reports to, supervised by and receives direction from the Child Nutrition Manager, with general administrative oversight provided by the Director of Child Nutrition Services. For those staff assigned to kitchen production, direction and work assignments shall also be received from the Head Chef. Evaluated by the Director of Child Nutrition Services with key input from the Child Nutrition Manager.

At the K-8 Schools and the Rink: Reports to and receives direction from the Cafeteria Coordinator. Supervised by the Child Nutrition Manager with general administrative oversight provided by the Director of Child Nutrition Services. Evaluated by the Director of Child Nutrition Services with key input from the Child Nutrition Manager.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Basic Education (high school or equivalent), plus one year of related food service experience.

- **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, and other employees of the organization.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in units of American money.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- Good personal hygiene.

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Frequency	Code	Description
<b>Sometimes</b>	<b>S</b>	activity may exist sporadically, but not on a consistent basis.
<b>Occasionally</b>	<b>O</b>	activity exists on a consistent basis for less than 1/3 of the time
<b>Frequently</b>	<b>F</b>	activity exists from 1/3 of the time up to 2/3 of the time
<b>Constantly</b>	<b>C</b>	activity exists for 2/3 or more of the time
<b>Not Applicable</b>	<b>NA</b>	activity is not present in the position

**PHYSICAL EFFORT AND STRESS.** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	S		X
STANDING	C	X	
WALKING	F	X	
SEEING	C	X	
HEARING	C	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	S		X
LIFTING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	O	X	
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	O	X	
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	O		X
PUSHING/PULLING	O	X	
TWISTING	F	X	
CLIMBING	O		

BALANCING	NA			X
CROUCHING	O		X	
KNEELING	O			X
CRAWLING	NA			X
REACHING (i.e., overhead)	F		X	
HANDLING	C		X	
DRIVING	NA			X
REPETITIVE MOVEMENTS (hands, feet)	F		X	
MANAGING STRESS	O		X	
RESOLVING CONFLICTS	O			X

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	O
EXPOSURE (extreme heat – non-weather, flames)	F
EXPOSURE (extreme cold – non-weather)	O
EXPOSURE (fumes, odors)	F
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	F
EXPOSURE (hazardous equipment)	F
EXPOSURE (chemicals, hazardous materials)	O
UNEVEN TERRAIN	NA
OUTDOOR WEATHER CONDITIONS	NA
VIBRATION/NOISE	F
HEIGHTS	O

## Definitions - Physical Demands

**Sitting:** remaining in a seated position

**Standing:** remaining on one's feet in an upright position at a work station without moving about

**Walking:** Moving about on foot

**Seeing:** Perceiving with the eye

**Hearing:** Perceiving or listening to sound by ear

**Talking:** Articulating, speaking or discussing using spoken words

**Dexterity:** Skill in the use of hands and fingers

**Lifting:** Raising or lowering an object from one level to another (includes upward pulling)

**Carrying:** Transporting an object, usually holding it in the hands or arms or on the shoulder

**Bending/Stooping:** Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**Pushing:** Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

**Pulling:** Exerting force upon an object so that the object moves toward the force (includes jerking).

**Twisting:** Rotating; moving to face in alternate direction.

**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

**Crouching:** Bending the body downward and forward by bending the legs and spine.

**Kneeling:** Bending the legs at the knees to come to rest on the knee or knees.

**Crawling:** Moving about on the hands and knees or ha

**Reaching:** Extending the hands and arms in any direction

**Handling:** Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.