

DOLORES SCHOOL DISTRICT RE-4A
JOB DESCRIPTION

CAFETERIA ASSISTANT MANAGER

QUALIFICATIONS:

1. Must be able to perform in a high volume and highly paced environment.
2. Must keep pace with continuous turnover of kids throughout the shift
3. Must be able to lift and maneuver trash, recycling and cafeteria tables.
4. Must be willing to learn to operate the point of sale area including money handling and register operation.
5. Must be able to fill out and maintain daily worksheets for CDE audits.
6. Must be able to perform opening and closing duties including, but not limited to, End of Day reconciliation on the POS system.

RESPONSIBLE TO:

The Food Service staff is directly responsible to the Food Service Director and ultimately responsible to the District Superintendent.

JOB FUNCTIONS

1. Prepare meals according to the monthly menu as posted
2. Wipe down and sanitize cafeteria tables, benches and chairs according to good sanitation practices.
3. Be able to cross train in order to cover any given task at any given time
4. Be able to maintain the dish area during high volume times as well as general maintenance after service.
5. Keep a positive attitude with the kids when they are difficult and at all times
6. Receive and put away deliveries when they arrive.
7. Be diligent about cleaning up messes throughout your shift as they do happen frequently with so many kids.
8. Be available to work with a flexible schedule during and for special circumstances. (early starts and late finish times are rare but they do happen occasionally)
9. Fill out and maintain daily worksheets for CDE audits.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

This is to acknowledge that I have discussed this job description with my supervisor.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment of expectancy of continued employment for any definite term.

Dolores School District RE-4A, Dolores, Colorado