

HELP WANTED

Cafeteria Attendant

The Cafeteria Attendant prepares and services breakfast, lunch and snacks according to planned menus, cleans all kitchen and cafeteria areas including kitchen equipment and appliances, completes necessary logs, and assures the sanitary condition of the food service areas; and establishes good relationships with parents, community and other staff members.

This position requires the ability to obtain a Food Handlers Card, ability to successfully complete National criminal background check, and valid AZ Fingerprint Clearance Card. Experience with Native American School Systems preferred.

- Assists with preparation of breakfast, lunch and afternoon snacks in accordance with planned menus.
- Serves all meals and snacks in cafeteria as per school schedule.
- Exercises proper care of food and equipment to prevent waste, spoilage, and breakage.
- Maintains sanitary condition of pantry, cupboards, refrigerators, freezers, storerooms, stove, grill, sinks, counters, kitchen appliances, utensils and all other kitchen equipment/surfaces.
- Assures all floors are kept clean.

Salary: \$11.55 to \$13.20 depending on experience.

To apply*: Complete application on www.BWCS.K12.AZ.US and mail with resume to:

Kristal Morales
Blackwater Community School
3652 E. Blackwater School Rd.
Coolidge, AZ 85128

OR
E-mail to: Kristal.Morales@bwcs.k12.az.us
FAX: 1-800-507-5310

*Any applicant selected for interview will be asked to complete an assessment prior to the interview.

Posted: 10/3/2018

Posting close date: Open until Filled

Blackwater Community School

Job Description

Job Title: Attendant (Cafeteria)

Department: Food Services

Reports To: Food Services Manager

FLSA Status: Non-Exempt

Prepared By: Peggy Huff

Prepared Date: September 28, 2015

Approved By: Jagdish Sharma

BOT Approved Date: October 6, 2015

Summary: Responsible for day-to-day food service operations under the direction of the Food Services Manager. This position prepares and services breakfast, lunch and snacks according to planned menus, cleans all kitchen and cafeteria areas including kitchen equipment and appliances, completes necessary logs, and assures the sanitary condition of the food service areas.

Certificates, Licenses, Registrations

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Ability to obtain a Food Handlers card.

Education and/or Experience

Minimum High School Diploma or equivalent and six months to one year food service experience and/or training; or equivalent combination of education and experience.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assists with preparation of breakfast, lunch and afternoon snacks in accordance with planned menus.
- Serves all meals and snacks in cafeteria as per school schedule.
- Exercises proper care of food and equipment to prevent waste, spoilage, and breakage.
- Computes food quantities and ingredients according to recipes.
- Maintains sanitary condition of stove, grill, sinks, counters, kitchen appliances, utensils and all other kitchen equipment/surfaces.
- Maintains the sanitary condition of pantry, cupboards, refrigerators, freezers, storerooms, and other kitchen storage areas, as needed.
- Assures all floors are kept clean.
- Exercises and assures proper personal hygiene and safety practices.
- Maintains attendance related to meal counts.
- Follows approved daily schedule of duties.
- Responds promptly to parental and staff communication.
- Establishes and maintains cooperative relationships with other staff members, parents and community members.
- Promotes good relations among the staff.
- Rotates inventory (FIFO) and labels all food per policy.
- Assists in preparing and serving meals, special luncheons and dinners for special occasions/events that school hosts.
- Performs Bus Monitor duty, car line duty, recess duty, lunch duty, and assists in bus loading/unloading when needed.
- Supports the diverse educational and cultural backgrounds of the students served.
- Assists in enforcing cafeteria rules to teach children proper behavior.
- Assists with receiving and stocking of food supplies.

- Participates as part of a whole school team, and attends staff meetings and professional development as required.
- Serves students with a caring and polite attitude.
- Cooperates with the administration in planning activities and events at the school.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to work within approved budget and conserves organizational resources.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to exhibits confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software, meal-counting software.

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 stand for long periods of time; walk; stoop, climb, bend, sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move

up to 25 pounds, frequently lift and/or push/pull up to 50 pounds and occasionally lift and/or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 is regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date