



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION CAFETERIA AIDE JOB DESCRIPTION

Title:	Cafeteria Aide
Department:	Classified
Reports to:	Nutrition Supervisor
Employment Status:	Regular full-time/part-time, 188 days (182 days plus 6 holidays), 4 hours per day, unpaid lunch
FLSA Status:	Non-exempt
Description:	To assist the cook with preparation and serving of nutritional meals for the children while maintaining a clean and attractive cafeteria
Role Model:	To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values

Essential Functions:

- Ensure the safety of the student(s)
- Assist in the preparation and service of quality food as effectively and efficiently as possible in a pleasant manner
- Prepare and serve food to students and staff in an attractive manner
- Adhere to rigid sanitary standards
- Prepare and serve food in a timely manner
- Report the inferior quality food or faulty equipment when necessary to appropriate supervisor
- Assist with regular inventories of raw food, materials, and equipment
- Adhere to standardize recipes
- Maintain orderly and clean work areas
- Scrape trays during lunch periods when necessary
- Follow sanitary standards in work and attire
- Follow rules, regulations, and policies of the school lunch program
- Straighten and put away stock in storage areas
- Assist with the daily cleaning of all kitchen equipment
- Assist the cook with meal planning and preparation
- Serve as cashier when necessary
- Assist with cleaning tables during and after lunch periods when needed
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as may be assigned by the supervisor or principal

Qualifications:

- High School diploma

- Clean appearance
- Bureau of Criminal Investigation clearance
- Yearly tuberculosis skin test
- Good moral character
- Alternative to above qualifications as the superintendent or board of education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Basic math and reading skills

Equipment Operated:

- Convection oven
- Calculator
- Slicer
- Grinder
- Large mixer
- Steam table
- Washer and dryer
- Dishwasher
- Can opener
- Computer

Additional Working Conditions:

- Regular lifting, carrying, pushing, and/or pulling items
- Regular sitting, standing, walking, talking, hearing, seeing, reading, speaking, reaching, and stretching with hands and arms
- Occasional repetitive hand motion, e.g., calculator, writing, computer keyboard
- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional sitting, climbing, balancing, stooping, kneeling, and crouching
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction with unruly students

NOTE: The above lists are not ranked in order of importance.

Oak Hill Union Local School District

Board of Education

Adoption date: 4/22/2003

Revision: 7/25/2018



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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

Signature

Date