

Cafeteria Cook/Food Service Person
Pawnee School District #11
Job description

Job Title: Cafeteria Cook/Food Service Person
Reports to: Food Service Director, Head Cook and Administration

Summary:

Assist in preparing, cooking, cleaning, and serving food in the school cafeteria.

Essential Duties and Responsibilities:

- Operate food service equipment.
- Assist in food production, service and/or cleanup tasks as assigned.
- Receive and unpack food and supplies.
- Clean and maintain food service equipment and facilities.
- Participate in ongoing professional training.
- Observe safety and security procedures; report potentially unsafe conditions.

Supervisory Responsibilities:

This job has no supervisory responsibilities/

Necessary Skills:

- Ability to identify and resolve problems in a timely manner.
- Ability to maintain confidentiality.
- Ability to communicate well with others.
- Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed.
- Ability to follow policies and procedures.
- Ability to prioritize and use time efficiently.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to supervisor direction and take responsibility for own actions.
- Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.
- Ability to meet challenges with resourcefulness and generate suggestions for improving work.

Education and/or Experience:

High School diploma or GED required. Prior experience or training is preferred.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, and uses hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 65 pounds.

Term of Employment:

To be determined upon hire.