

# Position Description

**Title:** CAFETERIA WORKER

**Reports to:** CAFETERIA MANAGER

**Exempt or**

**Nonexempt:** NONEXEMPT

**THIS POSITION IS AT-WILL**

**Summary of Position:**

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Provide friendly, responsive service in a clean and safe environment that all of our customers and co-workers will enjoy.

**Essential Functions, Duties and Responsibilities, Include without Limitation:**

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- Understand and comply completely with all policies, procedures, standards, specifications, guidelines, directives, assignments, and training programs.
- Prepare and cook food as per recipes, production records and manager instruction.
- Keep a clean and safe work area including equipment, utensils, pots and pans.
- Maintain clean and well stocked serving areas including the serving line, salad bars and milk boxes.
- Serve meals to students, staff and parents.
- Be ready and willing to assist fellow workers as situations arise.
- Help put away deliveries in a safe manner, rotating stock using FIFO.
- Sweep and mop floors as needed.
- Remove trash from kitchen and dining room if applicable.
- Follow all local and SFE health regulations.
- Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by the manager or immediate supervisor.
- Ensure that the Company's operations for which this position is responsible follow sound financial practices, comply with applicable legal requirements, and comport with established practices in all regards.
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by the Company's policies.
- Ultimate accountability for all duties within the scope of this position's responsibilities.
- Submitting reports as directed and in compliance with deadlines.



- Other functions, duties and responsibilities as may be assigned or which are necessary or appropriate to the position.

**Minimum Qualifications:**

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- Successful completion of all interviews, background investigations and fingerprint clearance requirements (as applicable) prior to employment.
- Submission of all employee-related documents and forms free of false, misleading and/or incomplete information prior to employment.
- Sensitivity and respect for people of various backgrounds, cultures, experiences, and socio-economic situations.
- Have basic cooking and cleaning skills.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be physically able to lift, reach, bend and stoop.
- Be able to safely lift and easily maneuver cases of food frequently weighing from 25 to 40 pounds.
- Must possess a food handler's card within 2 weeks of hire if applicable.

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the minimum qualifications and will diligently perform the essential functions set forth in the position description. I understand that if there is any inconsistency or conflict, by omission or addition, between this position description and any other information, written or verbal, about this position that I received prior to the date set forth, this position description will control.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NON-DISCRIMINATION POLICY**

Southwest Foodservice Excellence, LLC is an equal opportunity employer and provides equal employment opportunities to qualified individuals without regard to age, race, color, gender, sex, pregnancy, sexual orientation, ethnicity, national origin, religion, marital or familial status, disability, or veteran status. The practice of non-discrimination applies to all employees, volunteers, applicants for volunteer opportunities, and to all terms and conditions of employment.

