

Cafeteria Worker

Services Series

Kind of Work

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Jobs in this class provide food services in the Divisions facilities. They are responsible for the creation of menus, preparation of foods, monitoring of meal accounts and expenditures, assessing products, menu plans dietary needs, etc. They will provide safe, efficient and compliant work and eating facilities.

Typical Activities
Include

- Plans and implements menus for the purpose of meeting student and staff nutritional requirements
- Estimates food preparation amounts and adjusts recipes as/if needed for the purpose of meeting projected meal requirements and minimizing waste
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and staff according to dietary guidelines
- Inspects food supplies for the purpose of verifying quantity, quality and specifications of orders and compliance with health guidelines
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of complying with current health standards
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Orders and/or shops for food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines
- Provides orientation and training to new employees to ensure continued efficient operations and activities
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting project meal quantities and mandated nutritional and health standards and ensuring appealing presentation
- Arrange setup for food items, supplies, serving lines and/or equipment for the purpose of ensuring items are provided in accordance with cafeteria requirements
- Cleans utensils, equipment and the storage, food preparation and serving areas maintaining all sanitary levels to code
- Prepares and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or the special requirements of students and school personnel
- Reports equipment malfunctions for the purpose of maintaining equipment in a safe working order
- Maintain accurate food service records
- Count, balance, reconcile and submit daily receipts
- Compiles and submits reports, bills, receipts and work orders
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective delivery of food service

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	Qualifications	
	Skills and Expertise Required	<ul style="list-style-type: none"> • Minimum of 2 years related experience • Effective oral communication skills • Effective customer service skills • Effective organizational and record keeping skills • Ability to follow written and verbal instructions • Understand the importance of appearing professional in all aspects (appearance; alertness, efficiency and confidentiality) • Ability to work both independently and in a team-oriented and collaborative environment • Ability to establish and maintain effective and positive relationships with students, personnel, vendors, etc. • Ability to manage multiple responsibilities and maintain accurate, complete and timely reports and documents
	Education and Required Certification	<ul style="list-style-type: none"> • High school diploma • FoodSafe certification or equivalent • WHMIS • Compressed Gas

Classification Pay Grid:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Cafeteria Worker	\$ 17.56	\$ 18.46	\$ 19.36	\$ 20.26	\$ 21.16	\$ 22.06	\$ 22.96