

South Fayette Township School District
3640 Old Oakdale Road
McDonald, Pennsylvania 15057

Title: High School Cafeteria Worker - General Worker
Station: Floater/Banquet

Qualifications:

1. High School Diploma or GED Equivalent
2. Works well with children and other staff
3. Available for at three and half hours (3.5) every school day
4. Must have reliable transportation to work
5. Must be able to lift up to and including 25 pounds
6. Must be able to perform repetitious work duties
7. Must be able to stand for the entire scheduled shift
8. Must participate in Material Data Safety Sheet training as part of OSHA practices.
9. Must have knowledge of food cost and portion control for food items in Deli station.
10. Must follow all Allegheny County Health Department guidelines for safety and sanitation
11. Must follow all HACCP Guidelines
12. Must be HIPAA Compliant
13. Must follow all South Fayette School District Standard Operating Procedures.
14. **PORTION CONTROL** is so important for this job.

Reports to: Food Service Director

Job Goal:

To expeditiously assist where needed, as a floater, in any of the SF kitchens within the district. The goal of this position is to assist in a kitchen where there may be a call off or a banquet to set up or take down. This position is a fast-paced position with cross training capabilities. Your goal would be to learn each layout of the kitchen areas. Keep all banquet items neatly in place and assist with the invoicing. Most importantly, always serve the customers and staff with kindness, courtesy and professionalism.

Performance Responsibilities

1. Wash Hands
2. Check in with HS Kitchen Leader or Director for daily instructions. – Day to Day direction change very quickly.
3. Be organized in your calendar and paperwork. Know the upcoming events.
4. Check on Banquet Set up and tear down.
5. Assist the booster groups with arranging the hot box and or drink cooler
6. Keep linens and centerpieces neat and in place
7. Gather catering equipment from each building to come back to storage as needed
8. Contact customers if a question about the banquet arises.
9. Assist in panning and set up for special events.
10. Assist with pricing food items for invoicing
11. Assist with washing linens at the high School Fold and put away
12. As a floater, assist the Leader to serve in any one of the IS, MS, ELEM or HS when there is a call off.
13. Assist with the Pride Room or concession stands if needed - tasks/set up
14. Work with the Transporter to arrange drop off and pick up.

15. Assist with cleaning any catering equipment, hot box, refrigerator/dry storage
16. Assist with straightening the large walk in cooler/freezers
17. Order proper supplies as needed. Fuel/ napkins, plates.
18. Over- see the Storage Unit at the HS, the conference center kitchen, the HUB, Pride Room prep area and HS Conference Center – to make sure everything is put away and clean
19. Follow all sanitation and safety requirements according to Allegheny County Health Department.
20. **Assist the HS Leader with putting away all delivery items – or other school depending on where you are working.**
21. Check with Director to see what is needed for the week.
22. Perform any and all duties assigned by Food Service Director
23. Wear proper uniform.

Terms of Employment:

Approximately Three and half (3 ½) hours per day (Monday-Friday 9:00 AM–1:00 PM) / 5 days a week of the 183 student days of school Rate–\$12.61 per hour for the probationary period of 60 working days; followed by the regular rate of \$15.76 per hour after successful completion of the probationary period

Evaluation:

The Food Service Director will evaluate performance of this job.