

POSITION DESCRIPTION

POSITION TITLE: FOOD SERVICES WORKER I – BOISSEVAIN SCHOOL

POSITION DESCRIPTION:

The Food Services Worker I – Boissevain School is responsible for the operations and maintenance of the school cafeteria.

POSITION OVERVIEW:

Must be well organized and be able to work quickly in a very fast paced environment.

POSITION RESPONSIBILITIES:

- Manage and organize all aspects of cafeteria
- Work closely with administration and office staff, and students
- Operate and balance cash register and deposits
- Prepare fresh foods
- Take orders, work counter and serve food
- Prepare orders from suppliers and submit bills to the office daily
- Prepare monthly cafeteria menu
- Supervise and organize student helpers
- Laundry duties as needed
- Clean appliances, dishes and counters
- Put away all groceries

QUALIFICATIONS:

- Organizational skills
- Positive disposition
- Ability to work well with serving the public
- Good sense of cooperation
- Efficient
- Team member

Cross Reference:

Approval Date:

Policy Review Date:

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