**Murfreesboro City Schools**

**Cafeteria Assistant**

**Department of Nutrition**

**Revised on 07/02/2018**

**Credentials:** High School diploma or GED. **All applicants will work first as a substitute employee before being hired as a permanent cafeteria employee.**

**Other Qualifications:** The position of Cafeteria Assistant requires an individual who is neat in appearance, clean in work habits and follow all safety rules; be confidential; work cooperatively with others; be courteous; have a positive attitude toward work; and demonstrate a happy, helpful, attitude toward students. The employee is subject to a post offer physical examination with a written statement from the physical showing a satisfactory health record and stating the employee is free of any contagious or communicable disease in such form as might endanger the health of school children. The employee must also pass a PAT (physical abilities test) prior to being hired. All employees hired after January 1, 2000 are required (post offer and prior to commencement of the employment duties) to supply fingerprint samples which are submitted to a criminal history records check conducted by the Tennessee Bureau of Investigation. All hiring decisions are contingent upon satisfactory criminal background check results.

**Physical Demands:** The employee must have sufficient strength and ability to independently and repeatedly lift objects weighing up to fifty (50) pounds and move objects weighing up to fifty (50) pounds; must be able to lift objects weighing more than 5 pounds with assistance. This employee must have sufficient strength/ability to independently push cart weighing up to fifteen (15) pounds at a distance of fifty (50) feet. This work involves medium-heavy lifting of boxes, reaching, pushing, pulling, stooping, climbing, maneuvering in confined spaces and prolonged standing and walking; work involves exposure to extreme temperatures, chemicals and smells commonly associated with cooking, cleaning and school in general.

**Essential Job Functions:**

1. Assists in all phases of food preparation, service, proper food storage, and cleaning so as to help ensure efficiency in these areas and all follow up operations work in the cafeteria according to established procedures and methods.
2. Performs required standing and walking as shift allows.
3. Follows safety and sanitation rules.
4. Follows all SOP’s.
5. Performs other duties and special projects as assigned.
6. Employee must be willing to assist in other areas of cafeteria, including but not limited to, cashier.
7. Must be willing to get certified in School Nutrition and attend continuing education classes.
8. Ability to understand and carry out verbal and written instruction.
9. Ability to understand and prepare recipes.
10. Must have good mathematical skills.

**Staff Relationship:** Reports directly to the cafeteria manager.

**Terms of Employment:** Part-time: Hourly wage local scale without benefits; work only on days the cafeteria serves students plus three days per year for staff training/pre-open set up/ close up. Non-Exempt