



District Office
 501 West Sickels Street
 St. Johns, MI 48879
 Telephone: 989.227.4050
 Fax: 989.227.4099
 www.sjredwings.org

TITLE: CAFETERIA SUBSTITUTES	FLSA: Exempt
REPORTS TO: Food Service Director	POSTED: Continuous
SALARY: \$9.65 per hour	NUMBER OF DAYS: When needed/on call
LOCATION: Any School Building	

POSITION SUMMARY

Performs the more routine duties involved in the preparation and serving of food and in the cleaning of kitchen equipment and facilities. May assume additional duties. Nature of work requires sustained moderate physical effort, operation of standard food service equipment, and continuous standing.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

The physical duties and responsibilities change depending on what school building/grade level you are working. They could include part/all of the following:

- Set-up, serves and cleans up lunch.
- Ensure proper sanitation procedures are followed using manual or machine dishwashing procedures.
- Orders necessary food, condiments, cleaning and paper supplies from H.S. kitchen.
- Fills out daily paperwork.
- Cashiers or scans meals during meal service
- Assists other kitchen employees as needed.
- Maintains personal hygiene
- Attends staff meetings and serves on staff committees as required.
- Performs related work as required.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and previous food experience in food service and working with students is recommended.

CERTIFICATES, LICENSES REGISTRATIONS:

None

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in on-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform using units of American money and weight measurement, volume and distance.
- Excellent oral and written communication and human relations skills.

QUALIFICATION REQUIREMENTS:

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist. The employee is frequently required to reach with hand and arms and repeat the same hand/arm/finger motion many times as she/he is serving customers. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies.

If interested in this position, please apply through [FastTrack](#). A completed online application is required for all applicants.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.

Together, we succeed.