CAFÉ - WORKER

JOB OVERVIEW

DIVISION: District Operations
DEPARTMENT: Food and Nutrition Services

SUMMARY/SCOPE/GOAL:
Perform work necessary for preparing and serving nutritious and attractive meals in accordance with federal, state and local regulations following the District-wide menu. Work includes, but is not limited to, performing routine kitchen operations such as prep work, serving, and maintaining a clean environment in the kitchen and other cafeteria areas.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:
REQUIRED:
• Zero to one year(s) of verifiable and closely related experience required.

PREFERRED/DESIRED:
• High School Equivalent.

CERTIFICATIONS AND LICENSES:
REQUIRED:
• Successful completion of the following course within one year of appointment to position: Introduction to Brevard Food Services.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:
The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Wash, peel, and prepare fruits, vegetables, and meats for meal service. Prepare beverages, stock coolers, and make sides and simple desserts.
2. Serve menu items on time at the prescribed temperatures, quantities, and quality.
3. Assist with setting up the serving line area, keeping it stocked during meal service, and breaking it down daily in cooperating with the rest of the kitchen staff.
4. Serve on the serving line or act as a cashier as needed and instructed.
5. Scrape trays, wash dishes, pots, and pans, empty refuse, clean kitchen and serving area floors and tables, clean stoves, ovens, steam tables, food carts, windows, doors, refrigerators, walls, and other equipment, and help maintain clean storage area and stored food are in proper condition.
6. Assist with inventory; count, check in and put up food and supply stock.
7. Follow sanitation and Hazard Analysis and Critical Control Points (HACCP) food safety plan.
8. Use basic math skills necessary for preparation and adaptation of recipes.
9. Perform other general kitchen duties as assigned by manager and/or lead.
OTHER DUTIES:
Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS/TRAINING, AND ABILITIES/EQUIPMENT USAGE

JOB RELATED:
Ability to work harmoniously with students and other adults, as well as provide friendly service. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to learn to operate basic food service equipment and machinery. Ability to follow simple instructions and skill in performance of routine, non-technical duties involving cleanup and serving of food. Basic math skills necessary for preparation of recipes (e.g., measurement, ratio and proportion, multiplication, division, addition, subtraction, and counting ability necessary for inventory). Ability to read and understand labels. Skill in communication for the purpose of working with children and adults.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

SKILLS/TRAINING:
Successful completion of the following course: 1. Introduction to Brevard School Food within one year of appointment to position.

EQUIPMENT:
Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

Use and maintain commercial kitchen equipment or light machinery such as mixers, blenders, choppers, slicers, food warmers, steam tables, ovens, stove tops, gas burners, commercial freezers, etc.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(L) LIGHT WORK
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
CAFÉ - WORKER

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:
Intermittent light machinery noise and activity level. Exposure to elevated temperatures and mechanical hazards. Tasting and smelling frequently.


TRAVEL:
Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

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REV: DATE: REVISION CONTROL: INITIATED BY:
1.0 05/25/99 INITIAL RELEASE FOOD & NUTRITION SERVICES
2.0 04/09/19 REVISED: Clarification of scope, experience, & qualifications. Add Food Handler Cert and Equip. Reduce physical requirements from MEDIUM to LIGHT based on reduction in supply order size. FOOD & NUTRITION SERVICES
2.1 07/15/19 REVISED: Corrected Qualifications; diploma inadvertently marked as “required” during last revision. This qualification was not required in previous versions. HUMAN RESOURCES

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.