

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: Cafeteria Aide, F-2
DEPARTMENT: Cafeteria
REPORTS TO: Cafeteria Manager
REVISION DATE: 08/2011

REQUIREMENTS: Act 34/114/151 Clearances. ServeSafe Certification-Food Service Safety training preferred.

TALENTS: This position requires the employee to possess a capacity for physical endurance, a drive to be of service to others, a need to assume personal accountability for their work, and orchestrate the job that needs done. In addition, the employee should have the ability to build teamwork in their work group and have an awareness of and attentiveness to individual differences.

Job Statement: Provide food service for students and staff within the established guidelines. Promote a positive team atmosphere within the work environment.

PERFORMANCE RESPONSIBILITIES:

Menu Preparation and Serving

1. Review menu and menu instructions to become familiar with requirements for the day and week
2. Prepare food menu as directed and as needed
3. Coordinate inventory needs with cafeteria manager
4. Set up and monitor service line
5. Make appropriate decisions about food disposition after approval from cafeteria manager
6. Coordinate student worker duties with CUA instructor
7. Build rapport with students to assist in accomplishment of their assigned tasks
8. Provide positive atmosphere in service line
9. Assist cafeteria manager with required government daily production records

Cash Receipts and Revenue

10. Operate and update cash register/Point Of Sale system (POS)
11. Balance POS daily totals to cash on hand
12. Reconcile daily sales and receipts activity with daily POS reports
13. Print reconciled monthly POS reports for Business Manager
14. Monitor POS student and staff account balances
15. Responsible for securing daily cash receipts
16. Prepare daily bank deposit and deliver to high school office secretary

Cleanliness and sanitation

17. Monitor students working in dishwashing room
18. Responsible for general cleanliness of equipment and cafeteria areas
19. Possess or acquire safety and sanitation certification-ServeSafe

Inventory and Storage

20. Responsible for the storing of food, beverages and supplies for the cafeteria and culinary arts program
21. Complete monthly inventory report and maintain records of all food and supplies
22. Monitor equipment temperature logs- i.e.: refrigerators/freezers

Student information and status

23. Coordinate free and reduced lunch program student information with the AVTS school district contacts
24. Update POS system with student information from the ECTS student information system

Other Duties

25. Maintain communication with Cafeteria Manager regarding daily operational needs including use of email and telephone messaging
26. Process ECTS meeting and outside special event request forms and invoices
27. Set-up for ECTS meetings as requested
28. Complete Annual Food Service Student Satisfaction Survey
29. Perform other cafeteria duties as may be required

BARGAINING UNIT CLASSIFICATION: F-2

TERMS OF EMPLOYMENT: 182 days, school year, not to exceed 24 hours/week

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Date

Created: 6/98

Revised: 2/06