

COLONA GRADE SCHOOL

Administration

Mr. Carl Johnson
Superintendent
Phone: (309) 792-1239
Fax: (309) 792-2249

Michael Carlson
Principal
Phone (309) 792-1232
Fax: (309) 792-2249

Nurse's Fax: (309) 792-0450



DISTRICT 190
COLONA, ILLINOIS 61241
Website: www.csd190.com

Board of Education

Jennifer Webster- Pres
Julie Wittenauer – VP
Lindsey Trickey – Sec
Dennis Teichman
Ray Kutzman
Julie Woods
Ricky McClintock

Educational Support Job Description

Title: Cafeteria Clean Up Person/Server

Job Summary: Helping and Cleaning the Cafeteria

Supervised By: Cafeteria Manager, Superintendent

Qualifications: High School Diploma or Equivalent.

Previous experience working in a kitchen preferred.

Previous experience working with children preferred.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Time: 10:00am – 1:00pm = 3hrs

Required Knowledge, Skills and Abilities:

- Possess effective oral and written communication skills.
- Ability to comprehend and follow written and verbal instructions.
- Ability to understand and adhere to (interpret and apply) District policies and procedures.
- Ability to handle and maintain the confidentiality of employee, student, school board, collective bargaining, and other sensitive District information.
- Ability to foster a cooperative work environment.
- Ability to work with students and adults in a positive manner.
- Physically and emotionally able to perform job responsibilities.
- Ability to attend work regularly, punctually and complete duties in a timely manner.
- Of good moral character and possessing temperate, ethical, and industrious habits
- Skilled in the use of office computer equipment, related software applications, and other standard office machines.
- Skilled in the use of kitchen equipment, utensils and chemicals.

- Skilled in the use of dish room equipment, utensils and chemicals.
- Ability to attend to detail
- Ability to perform multiple concurrent tasks.
- Ability to work effectively with a wide range of people and students in a diverse community.
- Skilled in problem solving and resolving issues.
- Use appropriate volume and tone of voice with students and adults.
- Good decision making and self-control.
- Carry out duties as assigned.

Essential Performance Duties and Responsibilities:

- Cleaning in kitchen area and help sweep floor daily.
- Helping in Cafeteria to get ready for next day.
- Weekly inventory.
- Putting deliveries away.
- Help Dish person
- Help in Cafeteria with cooking Lunch
- Get fruit ready daily for lunch and Head Start
- Clean dishes
- Help Delime on Fridays (Thursday if we have an early out on Friday)
- Write down temps daily
- Performs miscellaneous job-related duties as assigned.

Physical Demands and Work Environment:

The physical demands and work environment described below 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 the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 60 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly is required to bend, squat, twist, turn, push or pull, and reach above shoulder/outward.

In the work environment, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to outdoor weather conditions. The employee is regularly exposed to heat and cold conditions. The employee frequently works at a fast pace with unscheduled interruptions. The employee regularly moves from one work location to another. The employee has public contact requiring appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

Term of Employment: School Calendar Year for 2016-2017

FLSA Status: Non-Exempt

Evaluation: Twice a year by Cafeteria Manager or Superintendent
Formative – ongoing via walkthroughs and observations

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual (s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Signature: _____ Date: _____