**PERSONNEL POLICY GUIDELINES FOR PARISHES**

**JOB DESCRIPTION**

**I. IDENTIFYING INFORMATION**

 **Position Title**: CAFETERIA WORKER

**Status:** Non-exempt, 10 months

 **Reports to:** Cafeteria Manager

**II. PRIMARY FUNCTION OF THIS POSITION**

Assists manager and other kitchen staff in food preparation, kitchen clean up, cafeteria set up, cleaning and dishwashing

**III. POSITION CONTENT**

 **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

* Assists with food preparation as needed
* Fixes beverages, salads, sandwiches, snacks and simple desserts
* Assists with setting up the serving line
* Sets up garbage containers and utensil pans for self-bussing after the meal
* Serves as dining hall steward
* Washes dishes and pots and pans after the meal
* Operates the dishwasher
* Cleans and secures the dining area
* Sweeps and mops walk-ins, kitchen, refrigerator and dish washer rooms
* Responsible for checking in and putting away orders and deliveries in storeroom and freezer on days needed
* Responsible for heavy cleaning, including ovens, stoves and grills, when needed
* Performs other duties as required

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

 **A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

* Must be able to lift at least 35 pounds
* Must be able to mop, bend, stoop, stand and perform basic cleaning
* Ability to perform basic cooking

 **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

Work experience in food service is desirable

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

 N/A

**VI. WORKING ENVIRONMENT**

School cafeteria. May involve working with equipment and machinery including heating, cooling and slicing. May be exposed to a variety of cleaning chemicals.

Employees of Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of

 Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII.** **ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

**Employee Signature Date**

**Supervisor Signature Date**