



Cafeteria Worker

Job Title: Cafeteria Worker
Date: 08/01/2024

Status: 10-month, Part-time/Non-Exempt
Reports to: Food Service Manager

School Overview

Springwood School is a private K4-12 College, and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

Position Summary

The Cafeteria Worker is responsible for preparing meals for elementary, middle and high school students in large quantities, working off a set menu and recipes. The Cafeteria Worker serves food to students during break and lunch. This position supports the Food Services Manager.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Prepares large quantities of food from established recipes and menus.
- Serves food to students during meal times.
- Stores prepared food.
- Cleans kitchen and working areas at beginning and end of shifts and throughout the day.
- Ensures food preparation and handling guidelines are observed to prevent foodborne illness.
- Obtains Serv Safe Certification and remains compliant with requirements

Interpersonal Skills

- Relates easily to students and fellow staff members.
- Stays calm during stressful moments.

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts.

Planning Skills



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- Is willing to help plan meals in advance.
- Adept at keeping inventory.

Qualifications

Education

- High school diploma.
- Willing to obtain Serve Safe Certification.

Experience

- 2 years' experience in working in a kitchen preferred.
- Previous experience in a private school environment preferred.

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills.
- Proficient in Microsoft Word, Excel, and Outlook.
- The ability to successfully multi-task and function in a fast-paced school environment.

Other

- Ability to serve in a Part-Time 10-month role.
- Must pass a background check and drug test.

Key Relationships

Internal

- Students
- Fellow staff members
- Teachers and faculty

External

- Vendors

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.



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All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.