

# Douglas Public Schools

## Job Description

### **JOB TITLE: General Helper (Cafeteria)**

### **JOB SUMMARY:**

The General Helper provides the students and staff with attractive, healthy, and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness. Ensures the smooth and efficient operation of the cafeteria and school lunch program for students and staff.

### **FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:**

This position is classified as *Non - Exempt*

### **REPORTING STRUCTURE:**

The General Helper reports to the Food Service Director, and Building Principal.

### **QUALIFICATIONS:**

1. High School Graduate or GED preferred;
2. Ability to communicate effectively;
3. Ability to read and understand basic equipment operating and use instructions, standardized recipes, and give and receive general instructions and information,
4. Physical ability to perform essential duties and functions of the position, with or without accommodation;
5. Basic knowledge of food service and sanitation practices;
6. Basic computer skills;
7. Demonstrated aptitude for the successful completion of assigned tasks;
8. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with district requirements and state and federal law.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assist in the preparation and service of all breakfast, lunch, a-la-carte school lunch meals and programs.
2. Clean kitchen in accordance with sanitary regulations;
3. Store all food properly; assist in maintaining and rotating food to maintain proper and timely use;
4. Follow all safety instructions when using equipment;
5. Other duties as assigned.

### **PHYSICAL WORKING CONDITIONS:**

Work is performed in a kitchen/cafeteria setting. Work involves standing for an extended period of time, moving, stretching, bending, carrying, and lifting/moving items up to 30 pounds without assistance. Work requires speech and hearing sufficient to give and receive instructions and information; eyesight sufficient to read basic operating and use instructions, and perform tasks safely.