



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Cafeteria Cook/Baker **Wage/Hour Status:** Non-Exempt

Reports to: CNS Director **Pay Grade:** Manual Trade Employee
Pay Grade 2
Dept./School: Child Nutrition Services (\$9.10 - \$13.41)
6 or 8 Hr. Position

*Pre-screening may be conducted by an approved medical vendor prior to starting employment.

Initiated Date: September 30, 2002

Date Revised: February 6, 2012

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: Prepare menu items according to CNS and Texas Food Establishment Rules. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification: High School Diploma or G.E.D. preferred

Experience/Knowledge: Ability to understand food preparation and safety instructions. Ability to read and write English. Ability to operate institutional equipment. Ability to read and follow recipes. Ability to measure ingredients. Ability to perform basic mathematical functions. Minimum of one-year institutional kitchen experience.

Major Responsibilities and Duties:

1. Prepare raw and convenience food items of a high quality following USDA and local recipes.
2. Test recipes to determine the quality of the product prior to service.
3. Monitor and maintain temperature of food during preparation, holding, and service periods and documents accordingly.
4. Coordinate with the Work-leader to inventory foods and supplies at the respective kitchen.

5. Serve menu items according to TEA and USDA guidelines as scheduled.
6. Responsible for the daily clean up of work area.
7. Responsible for the proper handling, cleaning, sanitizing, and maintenance of all kitchen equipment.
8. Responsible for the collection and proper disposal of waste products.
9. Immediately report equipment malfunctions to the Work-leader.
10. Assist in the proper ware, washing, and sanitizing of all utensils, pots, and pans.
11. Assist with the storing of food and supplies as delivered by CNS warehouse.
12. Assist with operating the point of sale system during meal service periods.
13. Comply with all safety and sanitation regulations.
14. Adhere to the proper dress code as per Child Nutrition Services policy.
15. Comply with all rules and regulations as set forth by T.E.A. and local school district policies.
16. Attend meetings and trainings as directed by Work-leader and/or Director.
17. Maintain personal appearance and hygiene.
18. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively, maintain emotional control under stress, ability to handle several projects at the same time with frequent interruptions, ability to work alone, complete tasks within time constraints.

Physical Demands/Environmental Factors:

1. Ability to stand, walk, talk or hear use hands to finger, handle or feel, push/pull, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell (67 to 99% of the work day).
2. Occasionally (0 to 33% of the work day) lift and/or carry objects weighing up to 50lbs with frequent (67 to 99% of the work day) lifting and/or carrying objects weighing at least 25lbs.

3. Special vision requirement include: 20/20 (corrected), ability to identify and distinguish colors. Be able to adjust eye to bring an object into sharp focus, judge distance and spatial relationship and observe an area peripherally.
4. Work environment; exposure to wet, humid conditions, hot and cold temperature and fumes or airborne particles (34 to 66% of the work day), work near moving parts (67 to 99% of the work day), work with toxic or caustic chemicals and some form of vibration (0 to 33% of the work day).
5. The typical noise level for the work environment is loud noise.
6. Hearing requirements include; ability to hear alarms on equipment, client calls and instructions from department staff.
7. Repetitive motion actions include; use of foot control, both feet (1 – 2 hrs. of the work day), use hands, both hands (7+ hrs. of the work day), grasping simple/light objects (7+ hrs. of the work day), grasping firm/heavy objects (7+ hrs. of the work day).

POSITION WORKING DAYS: 183 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____