



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

Job Title: Substitute Cafeteria Helper

Wage/Hour Status: Non-Exempt

Reports to: Director of Child Nutrition

Pay Grade: Manual Trade Employee
Pay Grade 1
(\$8.65 - \$12.19)

Dept/School: Child Nutrition Services

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

Initiated Date: February 12, 2003

Revised Date: March 22, 2011

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

Department Primary Purpose: Prepare and serve safe and appealing menu items in accordance with state and federal guidelines for Child Nutrition Programs.

Qualifications:

Education/Certification: High School Diploma or GED preferred
Level I TASN Certification (Basic Kitchen Sanitation & Safety) preferred

Experience: Food service experience preferred

Knowledge/Skills: Ability to read and interpret product preparation instructions
Ability to operate institutional equipment
Ability to perform basic mathematical functions
Ability to measure ingredients
Working Knowledge of production procedures

Major Responsibilities and Duties:

1. Prepare and serve quality menu items as directed following state and federal program guidelines.
2. Monitor and maintain food temperatures during food storage, preparation, holding and service periods and document accordingly.
3. Assist with conducting inventory of food and supplies in stock.
4. Clean and sanitize food production areas in accordance with state and federal guidelines.

5. Clean and maintain kitchen equipment as directed.
6. Report malfunctioning equipment to supervisor.
7. Properly dispose of food and plate waste as directed.
8. Assist in the proper washing and sanitizing of kitchen wares.
9. Store and arrange foods and supplies in designated storage areas.
10. Identify reimbursable meals and enter student meal count into the point of Sale system as needed.
11. Cooperate with co-workers and staff to complete required tasks in a safe manner.
12. Attend meetings, in services, trainings and workshops as requested.
13. Maintain personal appearance and hygiene.
14. Promote teamwork and interaction with fellow staff members.
15. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Work with frequent interruptions. Handle multiple tasks. Communicate effectively. Maintain emotional control under stress. Work alone. Meet established timelines.

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:

DEAD LINE: 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: _____