

Substitute Cafeteria Assistant Job Description

Name: _____

School Name: _____ City: _____, TX

Job summary: The Substitute Cafeteria Assistant fulfills the mission of the Catholic school by filling in for Cafeteria Staff on an as needed basis. The Substitute Cafeteria Assistant will be responsible for assisting and serving in the school cafeteria and food program within the framework of the school's philosophy and organization. This position reports directly to the Cafeteria Manager. The position is hired and evaluated by the principal in consultation with the Cafeteria Manager.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Maintains appropriate State of Texas food handler's certification as required for state inspections
- Demonstrates general knowledge of cooking and ability to follow recipes
- Assists in maintaining accurate breakfast, lunch and bookkeeping records according to school policy
- Assists in maintaining accurate inventory of food, supplies, and equipment and submits timely, cost-effective orders as needed
- Supervises students in the serving area with regard to safety and behavior
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with peers to enhance the work environment
- Demonstrates a willingness to respond to individual student needs
- Ability to work well with students, parents, and colleagues in a school setting
- Ability to follow directions and handle multiple tasks
- Possesses job appropriate technology skills

Minimum qualifications:

Education/Certification:

- High school diploma or equivalent
- Food Handlers certificate in the State of Texas
- Meets state and local health regulations, as required

Experience:

- None required

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively both orally and verbally

