

Tupelo Public School District

	FLSA STATUS: Non Exempt
JOB TITLE:	Cafeteria Special Functions and Projects Assistant
QUALIFICATIONS:	High School Diploma or GED Current and Valid Class D or higher Driver’s License Satisfactory Driver’s License Check by TPSD Transportation Dept. Current Serv-Safe Manager Certification MDE Cafeteria Manager Certification
REPORTS TO:	Director of Food Services
JOB GOAL:	To assist in the school nutrition department as directed by the Director of Food Services in the following areas: special function meals and snacks, food and supply item transfers to/from cafeterias, substitute cashier and substitute manager as needed, substitute satellite driver as needed, purchases food items for special diets and special functions, completes forms for documenting transfers and usage of special function food and supply items.

PERFORMANCE RESPONSIBILITIES:

- 1. Performs and assists with set-up, transport, take-down of special function meals and snacks.**
- 2. Completes forms for documenting food and supply items used for special function meals and snacks.**
- 3. Performs transfers for food and supply items to and from cafeterias.**
- 4. Completes forms for documenting food and supply items transfers.**
- 5. As directed, purchases food and supply items for students on special diets.**
- 6. As directed, purchases food and supply items for special functions and snacks for training meetings and snacks for student testing.**
- 7. Performs the duties of the following positions as needed: substitute satellite driver, substitute cashier or substitute manager.**
- 8. Loads, transports and unloads farm to school food items to cafeteria sites.**
- 9. Counts tablecloths and uniforms for transporting to and from cleaners.**
- 10. Completes count form for documenting tablecloth and uniform cleaning.**
- 11. Maintains check on fuel in the van and reports when van service is needed to be scheduled at TPSD Transportation Department. Reports any problems with the operation of the nutrition department van to the Director of Food Service.**
- 12. Keeps van clean on outside by using TPSD Transportation Department wash**

facilities for maintenance of a clean and orderly van on the inside and outside of the van at all times.

13. Other duties as assigned by the Director of Food Services.

PHYSICAL DEMANDS:

Must be able to stand for four hours or longer at one time, heavy lifting of thirty (50) pounds maximum without assistance, reaching above the head, bending to reach objects on floor, walking many steps throughout the work day. Must be able to use both arms and hands to grip and lift items safely. Perform food preparation and cleaning duties when setting up and taking down special functions meals and snacks. Lift and move food and supply items as needed for transport to and from cafeterias- 50 pounds maximum. Lift and move food and supply items for special functions and snacks for training meetings – 50 pounds maximum. Must be able to use/drive department van without assistance when getting in and out of van because van is taller than a regular car or truck. Must be able to get in and out of the department van many times of the day, requiring use of both legs and knees, both arms and hands, when getting in and out of department van.

TERMS OF EMPLOYMENT: SALARY AND WORK YEAR TO BE ESTABLISHED BY THE BOARD.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non Exempt Personnel

Approved By:		Date:	
Read and accepted by:		Date:	