

Approved: 4.2024
Revised 5.2026

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Cafeteria Assistant
REPORTS TO: Food Service Manager

JOB GOALS: To assist in the preparation, service and clean up of daily meals to be served to students and staff attending school.

EMPLOYEE CLASSIFICATION:

The Cafeteria Position position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked by clocking in and out. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

1. Assist in preparation of meals to be offered to students and staff.
2. Assist in service of the meals.
3. Assist in the cleaning of the kitchen and cafeteria areas on a daily basis
4. Assist in the maintenance of clean and sanitary food preparation areas.
5. Maintain a friendly and inviting attitude toward students and staff.
6. Report any mechanical or maintenance difficulties to the Food Service Manager immediately.
7. Operate point of sale system during food service.
8. Perform other duties as assigned.