

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-092

DATE: February 6, 2019

## POSITION DESCRIPTION

*Job Title*

**CAFETERIA WORKERS**

**Location:**

District Schools

**Job Description:**

See Reverse

**Terms:**

9 month positions

**Hours:**

Part time

**Salary:**

\$10.03 - \$10.45 per hour plus stipend, if applicable

**Qualifications Required:**

- \*Superior work habits and ethics
- \*Sanitation certificate preferred (Required if full time)
- \*Ability to work independently and as a team member
- \*Ability to work with administration, faculty, students and parents
- \*Excellent communication skills (written & verbal)
- \*Ability to perform duties as outlined

**Contingent Upon:**

Board approval

**Closing Date for Application:**

February 13, 2019 or until filled

**Print Application and Submit to:**

[www.ecusd7.org/departments/personnel](http://www.ecusd7.org/departments/personnel)  
Application/Forms; Classified

Dr. Nancy Spina  
Assistant Superintendent/Personnel  
Edwardsville Community Unit School District 7  
708 St. Louis Street  
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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# **GENERAL FOOD SERVICE WORKER JOB DESCRIPTION**

## **EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7**

**SCOPE:** The primary duty of the general food service worker is perform the tasks necessary to ensure the cafeteria runs smoothly and efficiently. (Although employees normally have a routine, they may be asked to perform other tasks as the need arises. General food service workers will perform any of these cafeteria tasks when necessary.)

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. To perform one or more regular tasks:
  - a. Serving
  - b. Dish room
  - c. Cashier
  - d. Salad maker
  - e. Baker
  - f. Breakfast cook
  - g. Entree cook
  - h. Clean up duties
2. Produce an excellent quality and quantity of work
3. Wear clothing of a work or uniform type material, including hairnets, and hard shoes
4. Practice excellent personal hygiene
5. Comply with Illinois State Board of Education, Illinois Department of Public Health and U.S.D.A. rules and regulations covering school feeding programs
6. Have excellent relationships as a team member with other employees
7. Practice superior work habits
8. Maintain a very positive attitude
9. Maintain excellent attendance and promptness
10. Maintain a high level of personal fitness
11. Use sound judgment
12. Be adaptable
13. Support the head cook, food service director, and the feeding programs in such a way as to assure success
14. Perform other duties necessary to the position as assigned by his/her Supervisor or Administrator

### **MINIMUM QUALIFICATIONS:**

1. Superior work habits and ethics
2. Excellent communication skills – written and verbal
3. Illinois Sanitation Certification preferred
4. Ability to work independently (self-motivated) and as a team member
5. Ability to work well with administration, faculty, students and parents
6. Ability to perform duties as outlined

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

1. Must be able to lift, push or pull objects up to 40-60 pounds on a regular and repetitive basis.
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.