

CLASSIFICATION SPECIFICATION

Cafeteria Clerk

FT/PT Class Code: 7018, 7518 Pay Grade: B/C 02 FLSA: Non-Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for food preparation and service, assisting customers, and keeping dining and serving areas neat, clean, and sanitary.

NATURE AND SCOPE:

Work is performed with general supervision from the supervisor. Incumbents in this class are responsible for food preparation, assisting customers, operating a cash register, making change, and cleaning dining and serving areas. Incumbents are required to stand for long periods of time and lift heavy items, such as cases of food, beverages, and cleaning supplies and equipment.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Prepares food items, e.g., hot/cold sandwiches, soups, salads, and beverages which may include using a grill, microwave, toaster, electric slicer, steam tables, etc.
2. Waits on customers by selling food items, beverages, snacks, etc.
3. Collect money, uses cash register, and makes change.
4. Takes inventory of serving and condiment items; stocks and rotates necessary serving items.
5. Keeps counters, tables, utensils, equipment, and floor clean and sanitary.
6. Assists with food service and/or catering.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of money handling and making change.
- ◇ Knowledge of reading, writing, and basic mathematics.
- ◇ Ability to prepare simple foods, e.g., hot/cold sandwiches.
- ◇ Ability to properly clean counters, tables, utensils, equipment, and floor.
- ◇ Ability to communicate effectively with the public.
- ◇ Ability to use simple machines to make coffee, tea, soup, milk shakes, etc.
- ◇ Ability to read, write, and follow instructions.

MINIMUM QUALIFICATIONS:

- ◇ Completion of ten (10) years formal schooling; or other equivalent combination of education and experience.