

LB Homes

Cafeteria worker

Department: Food and Nutrition Services

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Scheduled for day shift including weekend rotation and additional hours to meet organization's needs.

Job Status: Full Time, Part Time, Casual

Reports To: Chef

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

This position requires the employee to prepare meals for the patrons of the cafeteria, handle cash accurately, and maintain exceptional customer service. Café worker will be prepare food in the café according to production records that the café worker will maintain along with the chef. Teamwork between the on duty cook and the café worker will be critical for success. The café worker must be able to multi-task handling cooking, cashier, and customer service simultaneously according to LB Homes standards. Café worker will prep, assemble, and dismantle the salad bar daily. The café worker will prepare desserts as needed according to production records. Café worker will be required to take and record food, cooler, and freezer temperatures multiple times throughout the day. Keep area clean, well-stocked, and ready for the next shift. Must obtain Servsafe within the first 6 months of employment, or when the course is available in the area.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Ability to forecast food production needs based upon a varying population and guest count.
- Assemble meal ingredients efficiently at the beginning of the shift.
- Read and fully understand and follow the standardized recipes making necessary adjustments based upon daily meal counts.
- Ability to properly set up a steam table in an efficient manner that focuses on speed and accuracy.
- Ability to step in and service a meal in times of need.
- Assemble a meal plate in accordance with the guidelines provided by department.
- Follow all safe food handling procedures according to State of Minnesota requirements.
- Provide a high level of customer satisfaction.

Must be able to accurately handle cash, making change accurately, handling diner's meal cards

accurately, be able to reconcile the cash register daily.

- Must have the ability to work alone and as part of a team.
- Must be able to take and record temperatures of food and equipment as required by health department.
- Be willing to assist other team members in their tasks.
- Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.

Keep work area clean & well-organized meeting health department standards

This position requires the employee to be self driven, independent, and have the ability to work with minimum supervision

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.

SKILLS & ABILITIES

Education: Professional Culinary Training a plus but not required: Preferred

Experience: Minimum of six (6) months experience in food production or similar work history, as well as six (6) months in a retail service position

Computer Skills: Microsoft Suite (Office, Word, Outlook (calendar and email), Internet Explorer

Certifications & Licenses: Active ServSafe certification

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	
Walk	F	10 lbs or less	F
Sit	O	11-20 lbs	F
Manually Manipulate	F	21-50 lbs	O
Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N		
Crawl	N	Push/Pull	
Squat or Kneel	O	12 lbs or less	O
Bend	O	13-25 lbs	O
Grasp	O	26-40 lbs	O
Speak	F	41-100 lbs	O

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - spoken words, alarms
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - PPE-gloves, mask, goggles gowns

WORK ENVIRONMENT

Primary work environment is in a Skilled Nursing Facility. There will be regular and frequent occasion to be in kitchens and dining rooms.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the

employee to perform, as the company may deem appropriate.