



East Alton Elementary School District #13
210 East St. Louis Avenue
East Alton, IL 62024

School 618.433.2051
Fax 618.433.2096

Mr. Mario D. Sherrell | Superintendent of Schools

January 12, 2023

POSTING OF VACANCY

Position Title and Category:

One (1) Cafeteria Helper

Location of Work:

Eastwood Elementary
2022-2023 School Year

Rate of Pay:

\$17.90/hr

Work Hours and Work Year:

5 days a week
3.5 hours a day
Student attendance days

Job Qualifications:

Per the attached job description.

Deadline for Applications:

The position will remain open until January 27, 2023, or until filled.

Submit the district application, letter of interest, and resume to:

Mr. Matthew Stimac, Principal of Student and Pupil Services
210 E. St. Louis Ave.
East Alton, IL 62024
mstimac@easd13.org

CAFETERIA HELPER

Qualifications:

1. Must be in good health with sufficient strength to perform tasks assigned to position and have such education as to be able to read instructions and recipes assigned.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

Cafeteria Assistant Manager, Cafeteria Manager and Cafeteria Administrator(s)

Job Goal:

To serve the students attractive and nutritious meals in an atmosphere of efficiency, sanitation and warmth.

Performance Responsibilities:

1. Assists in the preparation and serving of food in a quick and pleasant manner.
2. Wash pots and pans throughout the day, as needed and put them away.
3. Maintains appropriate temperature and quality of food until serving.
4. Keep serving lines supplied.
5. Provides container for emptying milk/juice at emptying station.
6. Fills sanitation buckets with hot water, sanitizing solution, and soap with bar towels for cleaning off kitchen surfaces and tables.
7. Replenishes supply of napkins, plastic forks and spoons as needed.
8. Chooses and trains student workers in sanitation and cleaning methods for kitchen assistance.
9. Assist with orders, preparation, and distribution of fruits and vegetables for the Fruit and Vegetable grant, and maintains daily records of such food and time required.
10. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals, as designated by the Cafeteria Manager.
11. Maintains the highest standards of safety and cleanliness in the kitchen.
12. Reports immediately to the Assistant Cafeteria Manager any problem or accident occurring in the kitchen or the cafeteria premises (unless it involves the Asst Cafeteria Manager, in which case, it will be reported to the Cafeteria Manager).
13. Confers with the Asst Cafeteria Manager regarding any personnel problems, unless it pertains to the Asst Cafeteria Manager, in which case, it will be reported to the Cafeteria Manager.
14. Reports to the Assistant Cafeteria Manager any faulty or inferior quality food which is received.
15. Assists with the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
16. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals.

17. Performs related duties as required, including duties at special meal functions.
18. Completes any other assigned duties

Terms of Employment:

9 months per year

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.