CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Food Service Employee - Part Time**
Building/Department	**CGCSC Food Services**
Supervised & Evaluated By	**Director of Food Services/Cafeteria Manager**

Position Details:
Days Per Year: **180**
Hours Per Day: **varies between 3 - 6.5 hours**

Employment Status:
- ☐ Full-Time Employment
- ☑ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
09/2025

Minimum Qualifications and Credentials Required:

- Have obtained a high school diploma or General Education Degree (GED)
- Be able to maintain excellent rapport with students, staff and colleagues
- Possesses clear, concise and accurate written and communication skills
- Can work independently and with colleagues
- Has general knowledge of school procedure
- Can communicate with staff, students and visitors
- Have patience, be adaptable and be dependable
- Customers must be served in a friendly, quick and courteous manner using proper serving techniques and portioning guidelines

Essential Functions:

- Assist in the preparation and serving of food in an efficient and pleasant manner.
- Ability to cashier and follow cash handling procedures set by CGCSC Food Service Dept
- Follow standards of sanitation in preparing, serving, and storing food
- Follow portion control guidelines ensuring that the supply of foods offered are replenished regularly. Store and dispose of leftovers in a proper manner as designated by the manager
- Assist in the daily cleanup of the kitchen and service areas

- Performs major cleaning at intervals as designated by the food service manager.
- Follows support staff & food service handbook in personnel matters including sick days, personal days, and grievance issues.
- Participates in implementing promotion of special school and community activities. 9. May operate & monitor proper functioning of Food Service equipment; follow all safety procedures for using equipment & chemicals; clean & sanitize equipment after use.
- Performs any additional duties as assigned by the Cafeteria manager, Food Service Director or Assistant Director.

Physical Requirements:

- Must be able to perform physical labor without restrictions such as bending, lifting, stopping, reaching, stooping and carrying objects on a daily basis
- Must be able to walk and stand for extended periods of time
- Must be able to lift up to forty (40) pounds
- Must be able to read and follow directions