



Clarksville Community School Corporation  
200 Ettles Lane Clarksville, Indiana 47129



**CCSC Food Services is taking applications for the following\*/\*\*:**

Position Title: CMS Cafeteria Assistant-less than 20 hrs/week Reports To: Cafeteria Manager

Minimum Qualifications/Requirements: High School Diploma, Experience in food service operations. Complete at least 4 hours of annual continuing education/training to satisfy the HHFK Act of 2010 Professional Standards.

Includes but not limited to: identifying reimbursable meals; nutrition, health & safety standards. Any specific topics as required by the FNS as needed to address Program integrity.

Essential Functions:

1. Assists in the preparation and serving of attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.
2. Assists in the preparation & serving of food in a quick and pleasant manner.
3. Assists in the daily clean-up of and serving areas as assigned. Employee may be assigned to the dish room.
4. Performs major cleaning of equipment and storerooms at regularly scheduled intervals as designated by the cafeteria manager.
5. Maintains high standards of food safety & cleanliness in the kitchen as per local/state health regulations.
6. Assumes responsibility for the proper storage and disposal of unused foods.
7. Participates in the preparing, serving and accounting of food on a daily basis.
8. Assists in determining if the prepared food is of high quality in flavor & appearance prior to serving.
9. Maintains appropriate records and submits reports in a timely manner as required by the cafeteria manager.
10. Reports immediately to the manager and/or FSD any problems or accidents occurring in the cafeteria premises.
11. Reports to the manager of any equipment breakdowns, malfunction or repairs needed.
12. Maintains high personal & operation safety standards within the kitchen per local health & OSHA rules. Any contrary issues are to be reported to the manager and/or FSD.
13. Promotes good public relations between the cafeteria, students, parents, faculty members and community at large.
14. Other specific duties as assigned by the FSD, school principal, or superintendent.
15. All persons working in the cafeteria are expected to lift and carry large containers of food items, including but not limited to large blocks of frozen foods to and from the freezer, boxes and cartons of canned or dry goods to and from storage areas, kettles and pans of hot food from the stoves to the steam tables.

Non-Essential Functions: Performs other duties as assigned by cafe manager, superintendent, principal or FSD.

Equipment Used: Food service equipment, computers, and software relative to the school meal program.

How this Job Description was Developed: This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

**\*/\*\*Please submit completed applications to: Melissa Pixley, 800 Dr. Dot Lewis Drive, Clarksville, IN 47129 *or* 200 Ettels Lane, Clarksville, IN 47129 *or* via email at [mpixley@clarksvilleschools.org](mailto:mpixley@clarksvilleschools.org) or Holly Rupprecht at [hrrupprecht@clarksvilleschools.org](mailto:hrrupprecht@clarksvilleschools.org). \*\*Internal applicants must submit a letter of interest in lieu of application.**

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