JOB DESCRIPTION

Cafeteria Attendant

**Definition of Class**
This is a non-supervisory position in which the incumbent performs a variety of tasks relating to the serving of meals, maintenance of inventory, and upkeep of workspace cleanliness. The incumbent reports directly to the Director.

**Examples of Work Performed**
- Arranges and serves meals as scheduled
- Maintains the cleanliness of the kitchen, including cleaning necessary equipment as needed.
- Keeps an accurate inventory of kitchen supplies.
- Orders supplies as needed.
- Unpacks and stocks food and supplies when delivered.
- Serves as a liaison between the caterer and other supply vendors.
- Washes, dries, and folds laundry.
- Tracks and accommodates consumer food allergies.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates distribution of meals.
2. Orders, stocks, and maintains and accurate inventory of kitchen supplies.
3. Maintains the cleanliness of the kitchen, including cleaning necessary equipment as needed.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.
Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand. The incumbent is regularly required to walk; sit; use hands to finger, handle or feel objects, tools or control; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or crawl; and taste or smell.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Certification:
Incumbent must obtain Cardio Pulmonary Resuscitation (CPR) training and certification within the first two months of employment with recertification every two years and ServeSafe training and certification within the first two months of employment (Only applies to Willie Price employees).

Incumbent must complete contact hours of staff development as defined by the Mississippi Department of Health, annually (Only applies to Willie Price employees).

Background Requirements
This position requires a background check upon hire. (Only applies to Willie Price employees).

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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