

Substitute Kitchen Staff – University of Texas Elementary Cafeteria

Purpose

To provide as-needed support for the supply, preparation, service, and cleaning functions of the University of Texas Elementary cafeteria during staff absences, ensuring safe, efficient, and consistent food service operations.

Position Summary

The Substitute Kitchen Staff member supports daily cafeteria operations by assisting with basic food preparation, meal service, and sanitation. This position helps prepare and serve breakfast and lunch for approximately 306 students and maintains cleanliness and food safety standards. This is an as-needed substitute position. The Cafeteria Manager or campus principal will contact the individual directly when coverage is required.

Position Type

Temporary / Substitute
As Needed

Responsibilities

- Assist in the preparation and serving of food for breakfast and lunch
- Read and follow recipes, prep sheets, and daily service instructions
- Assist with basic food production and portioning as directed
- Support the arrangement of food on cafeteria serving lines to ensure proper portions
- Assist with checking food deliveries and supplies when needed
- Inspect food for appropriate temperature and quality as directed
- Perform cleaning and sanitation of kitchen, equipment, and cafeteria areas
- Complete dishwashing and trash disposal duties
- Follow all food safety, sanitation, and hygiene regulations
- Adapt to working in hot and cold kitchen environments
- Interact with students in a friendly, professional, and age-appropriate manner
- Maintain professional conduct at all times while on campus
- Follow direction from the Cafeteria Manager and campus leadership

Required Qualifications

- Ability to read and follow written instructions, recipes, and prep sheets
- Knowledge of or ability to follow proper food sanitation and safety practices
- Ability to work in a fast-paced food service environment
- Ability to stand for extended periods and perform physical kitchen duties
- Ability to work a flexible, as-needed schedule, including short-notice assignment

Licenses / Certifications

- Valid Food Handler's Registration Certificate (required prior to assignment)

Preferred Qualifications

- Prior experience in food service, school nutrition, or commercial kitchen setting

Working Conditions

Environmental Demands

- Kitchen and cafeteria environment
- May work in extreme hot or cold temperatures
- May work around electrical and mechanical kitchen equipment

Physical Tasks

- Standing for extended periods
- Bending, lifting, carrying, and repetitive motions
- Use of manual dexterity for food preparation and cleaning tasks

Other Information

This is a temporary, substitute position with no guaranteed hours. Assignments are based on staffing needs and will be coordinated by the Cafeteria Manager

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