



## Classification Specification

### CAFETERIA ASSISTANT I

<b>Department:</b>	Food Service
<b>Reports To:</b>	Director of Food Service
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform routine tasks that support the preparation and service of food in a cafeteria or snack bar at an assigned school site; assist in maintaining clean, sanitary equipment, utensils, and food service areas, facilities and equipment, and work collaboratively with a team.

#### **Distinguishing Characteristics:**

The Cafeteria Assistant I classification is an entry-level class in this series. Incumbents assist in routine food service activities at an assigned school site.

The Cafeteria Assistant II classification is the journey-level position in the series and is responsible for providing training and work direction to incumbents serving in the classification of Cafeteria Assistant I.

#### **Essential Duties and Responsibilities:**

- Assist in the preparation and service of food and beverage items; assemble various ingredients according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.
- Perform routine cashiering duties as assigned; receive and count money; make correct change; reconcile cash and credit receipts; maintain accuracy of meal counts.
- Operate standard food service equipment safely and efficiently for the preparation, heating, and cooking of food.
- Portion, carry, and position food for serving student lunches.
- Arrange and serve food items; replenish items; stock condiments, food items, beverages, and paper goods; assist in the storage and rotation of supplies in storage areas.
- Assist in the storage and rotation of supplies in storage areas; store food, observing health and safety guidelines.

- Assist in maintaining food service facilities, equipment, and utensils in a clean and sanitary condition; clean and sanitize work areas and tables; operate dishwashers and wash trays, pots, pants, plates, utensils, and other serving equipment.
- Operate a computer and assigned software.
- Perform routine cashiering duties as assigned using a point of sale (POS) system; receive and count money; make correct change; scan student meal cards.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Basic food preparation, including washing, cutting, and assembling food items and ingredients.
- Safety and sanitation standards for the preparation and storage of food.
- Operation of standard kitchen utensils and equipment.
- Understand multi-step written and oral instructions.
- Proper lifting techniques.
- Safety and sanitation practices and procedures.
- Basic computer skills.
- Basic math and cashiering skills.
- Oral and written communication skills.
- Basic knowledge of units of measurement.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.
- Learn methods and procedures for preparing and serving food in large quantities.
- Wash, cut, slice, grate, mix, and assemble food items and ingredients.
- Communicate effectively both orally and in writing.
- Follow applicable health and sanitation requirements.
- Work collaboratively as part of a team.
- Maintain cooperative relationships and professional conduct with those contacted in the course of work.
- Understand and follow oral and written directions.
- Operate a point of sale (POS) system and make change accurately.
- Operate a computer and assigned service software.

**Education:** High school graduation or equivalent GED.

**Experience:** No experience required.

**Licenses, Certifications, and other requirements:**

- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Some previous work experience in quantity food preparation and kitchen maintenance is desirable, but not required.

### **Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/food service work environment.
- Warm kitchen environment with no air conditioning.
- Some employees may be stationed outdoors in an unprotected environment for a period between one and two hours.
- Fast-paced work environment with changing priorities
- Employees may regularly be required to perform under strict time limits with frequent interruptions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- While performing the duties of this job, the employee is regularly required to stand and/or walk for extended periods of time.
- Hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Reach in all directions.
- The employee may frequently be required to lift and/or carry objects up to 30 lbs. in weight.
- Bend, twist, stoop, or kneel.

### **Hazards:**

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.