



Classification Specification

CAFETERIA ASSISTANT II

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

General Description:

Perform journey-level tasks that support the preparation and service of food in a cafeteria or snack bar at an assigned school site; maintain clean, sanitary equipment, utensils, and food service areas, facilities and equipment, and work collaboratively with a team; train and provide work guidance to assigned food service personnel as required.

Distinguishing Characteristics:

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

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.

Essential Duties and Responsibilities:

- Prepare of a variety of foods and beverage items; assemble various ingredients according to established procedures and portion control standards; serve meals on serving lines; set out prepared food.
- Train and provide work guidance to Cafeteria Assistant I workers and student helpers.
- Apply appropriate health and sanitation guidelines for food preparation and serving.
- Arrange and replenish items, stock condiments, and food items, beverages, and paper goods; store and rotate supplies in storage areas.
- Plan and prepare food and beverages for sale; count and set-up plates, trays, and utensils.
- Inspect food items and ensure food is stored in compliance with mandated health and safety guidelines.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean and sanitize work areas and tables; operate cafeteria equipment safely and efficiently; operate dishwashers and wash trays, pots, pans, plates, utensils, and other servicing equipment.

- Coordinate food inventory functions; estimate and order appropriate amounts of food items and supplies; assist with the storage and rotation of food items and supplies verify accuracy of shipments; conduct daily and periodic inventories; account for student meals.
- Perform routine cashiering duties as assigned using a point of sale (POS) system; receive and count money; make correct change; reconcile receipts; maintain accuracy of meal counts; scan student meal cards.
- Maintain routine clerical records related to sales or assigned activities.
- Operate a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Safety and sanitation standards for the preparation and storage of food.
- Food preparation, including washing, cutting, and assembling food items and ingredients.
- Operation of standard kitchen appliances, utensils, and equipment.
- Understand multi-step written and oral instructions.
- Principles and practices involved in training.
- Oral and written communication skills.
- Basic math and cashiering skills.
- Proper lifting techniques.
- Basic computer skills.
- Clerical and accounting procedures and maintenance of records.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Train and provide work guidance to assigned food service staff.
- Assign work and organize the kitchen to allow for timely preparation and serving of food to large numbers of people in a limited timeframe.
- Maintain inventories and develop food service orders.
- Operate a point of sale (POS) system and make change accurately.
- Follow applicable health and sanitation requirements.
- Work efficiently and complete assigned work with interruptions and under rushed conditions.
- Maintain cooperative and professional relationships with those contacted in the course of work.
- Operate a computer and assigned software.

Education: High school graduation or equivalent GED.

- **Experience:** One (1) year experience in quantity food preparation and kitchen maintenance.

Licenses, Certifications, and other requirements:

- Valid and appropriate food handler's permit.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

N/A

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:

- 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.
- Employee may frequently be required to lift and/or carry objects up to 50 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.