

BRIEF DESCRIPTION OF POSITION

Under the direction of the Cafeteria Manager, serves as primary assistant to the cook in the preparation of, main dishes, and other food items; participates in cooking, baking, serving, and cleaning duties in a high school cafeteria. The Nutrition Services Assistant II is assigned to perform more responsible food service duties and is the designated primary assistant to the cook.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Serves as primary assistant to the cook in the preparation of meal components such as meat/meat alternatives, grains, fruits, and vegetables, as assigned
- b. Assists in coordinating activities to assure food is prepared in a timely manner.
- c. Assists in checking recipes and estimating quantities of food and supplies required; adjusts and extends recipes as needed.
- d. Performs duties of cook or baker in incumbent's absence, as assigned.
- e. Prepares or assembles foods such as hamburgers, burritos, corn dogs, salads, sandwiches, and beverages; slices cheese, and vegetables, as directed.
- f. Set up serving areas, steam tables and ice trays; set out food and beverages.
- g. Serves food to students and staff according to established procedures and schedules.
- h. Serves as cashier in a cafeteria; operates a cash register, receives money and makes change; assists with lunch count and money reconciliation, as directed.
- i. Assists in preparing leftover food for storage, refrigeration or freezing, and future serving.
- j. Assists in maintaining various records related to food preparation and inventory.
- k. Assists in the receipt and storage of food and supplies.
- l. Maintains work and serving areas in a sanitary manner; such as slicers, can openers, commercial food mixers, food choppers, food processors, steamers, warmers, ovens and others.
- m. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and methods of quantity food preparation and serving.
- Sanitation and safety practices related to cooking and serving food.
- Basic math skills.
- Standard kitchen equipment, utensils and measurements.
- Methods of preparing meats, main dishes, cookies, desserts, salads and other food items.
- Basic menu planning.

Ability to:

- Assist cooks in preparing food items in a high school cafeteria.
- Prepare and serve foods in large quantities.
- Maintain work and serving areas in a clean and sanitary condition.
- Understand and follow oral and written directions.
- Utilize standard kitchen utensils, equipment and appliances in a safe manner.
- Lift objects weighing up to 55 pounds.
- Make change and basic arithmetic calculations quickly and accurately.

- Work effectively in rush conditions.
- Establish and maintain cooperative and effective working relationships with others.

REQUIREMENTS

WORK YEAR:	Classified Employee (11 months/5 Hours per day)
EDUCATION:	Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above.
EXPERIENCE:	One year of experience in assisting in a quantity food preparation and serving environment.
PHYSICAL CHARACTERISTICS:	Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to prepare food and operate equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.
LICENSES AND OTHER CERTIFICATES:	Food Handlers Safety Certification (obtain within 3 months of hiring)
WORKING CONDITIONS:	School cafeteria environment; subject to lifting, pulling, pushing and standing for long periods of time.
SALARY:	Classified Employee Salary Schedule Range 10FS
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance