



CAFETERIA ASSISTANT

GENERAL RESPONSIBILITIES

Prepare and serve breakfast, lunch and other food to children and adults in a courteous customer service oriented manner. Organize and set up equipment and workstations. Perform duties following health, food service, government and other regulations. Demonstrate proper equipment operation skills.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Practice personal hygiene and proper sanitation procedures.
- Turn on, test and monitor equipment at the beginning of the day.
- Food preparation according to written and oral instructions.
- Serve breakfast, lunch and a la carte items.
- Handle cashiering responsibilities including food and ticket sales and serving of ala carte items. Replenish food and maintain clean serving areas.
- Monitor food and equipment temperatures at all times.
- Exhibit courtesy and understanding to staff and customers.
- Perform dishwashing duties of cooking, serving and eating utensils tools.
- Set up and break down of serving areas.
- Receive, stock and rotate incoming and outgoing inventory.
- Participate in formal and informal training.
- Demonstrate knowledge of sanitation practices.
- Exhibit the professional behavior of a reliable employee.
- Perform preparation duties for the next day.
- Maintain a neat, clean and safe work environment.
- Participate in marketing promotions and special events for students, adults and community.
- Sign in and work according to a time schedule.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of materials and methods used in preparing and serving meats, breads, vegetables and other foods on a large scale; general knowledge of the use or care of food preparation equipment; skill in the use of standardized and specialized kitchen utensils and equipment; ability to establish and maintain effective working relationships with associates, students and school staff; able to maintain emotional control; ability to work with others in a close fast paced environment and the ability to address customers in a pleasant, courteous manner, basic ability to read and speak/understand English.

EDUCATION AND EXPERIENCE

A level of education necessary for reading and following written food menus and work schedules. A valid food handler's card issued by the school division.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift a minimum of 50 pounds. Ability to stand for long periods of time. Ability to be exposed to chemicals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 6/00, 4/16
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