

COLUSA UNIFIED SCHOOL DISTRICT

Job Description

TITLE: Cafeteria Assistant II

CLASS: II

Basic Function:

Under the direction of the Nutrition Service Director or Cafeteria Cook, the Cafeteria Assistant II prepares and serves all foods offered in the programs maintained by the Nutrition Service Department as well as performing other duties including but not limited to maintaining the kitchen and surrounding areas in a safe, sanitary and orderly manner.

Representative Duties:

Prepares, cooks/ assists in cooking and service of all food required in the nutrition service programs

Operates a point of sale and or snack bar

Washes and cleans equipment, food preparation areas and cafeteria tables

Operates all food preparation equipment, including dishwasher

Follows written menu production instructions in preparing and serving

May direct and train Cafeteria Assistant I/ student workers

Orders, receives, stocks and inventories products/ supplies on a regular basis

Assists in menu planning and menu production record worksheets

Maintains dining, serving, storeroom and kitchen areas in a neat and orderly manner

Collects money, and uses electronic computer based tracking system

Keeps daily operation records, and accurately completes required reports

Other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

Cleanliness, safety and simple organization of work area

Prepare meals in mass quantities

Computer operations and data base management

Handling/ reconciling cash and preparation of bank deposits

Ability to:

Read, write, comprehend, carry out and respond appropriately, all instructions/ information contained in any type of correspondence

Add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals

Interact with staff members, students and all others in a positive manner

Train Cafeteria Assistant I/ cafeteria substitute/ student worker as directed by Cook/ Nutrition Services Director

Demonstrate good problem solving skills

Establish and maintain good rapport with students and staff

Stand and walk, kneel, crouch, and taste or smell

Regularly lift 10 pounds and occasionally lift and/or move up to 25 pounds

With assistance lift more than 25 pounds, with a limit of 50 pounds

Operates all food service equipment
Give input to improve Nutrition Service Department when asked
Take direction from Cook and Nutrition Service Director

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or General Education Degree (GED)
One year related experience / training

Upon hire at Districts expense:

ServSafe Certificate to be current ongoing while employed by CUSD Nutrition Services Department

WORKING CONDITIONS:

Attire:

Casual, close toed shoes, no large hanging jewelry, hair must be pulled back and all loose hair restrained by a hairnet, hat, hair clip or tie. Good personal hygiene, clean reasonably short finger nails.

Environment:

The nature of the environment requires the employee frequently to work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme cold/ heat. Occasionally, the noise level of the work environment may be quite loud.

CSEA ratification date: 3/5/2014

CUSD ratification date: 3/18/2014