

COLUSA UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Cafeteria Assistant I

CLASS: I

Basic Function:

Under the direction of the Nutrition Service Director or Cafeteria Cook, the Cafeteria Assistant I prepares and serves all foods required in the programs maintained by the Nutrition Service Department and performs 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
Washes and cleans equipment, food preparation areas and cafeteria tables
Operates all food preparation equipment, including dishwasher
Inventories products/ supplies and stocks on a regular basis
Assists in maintaining student conduct in the cafeteria
May assist with the simple collection of monies
Basic computer data entry
Other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

Cleanliness, safety and simple organization of work area
Prepare meals in mass quantities
Basic computer skills

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
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/ Cafeteria Assistant II and Nutrition Service Director

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or General Education Degree (GED)

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 heat. The noise level of the work environment may be quite loud.

CSEA ratification date: 3/5/2014

CUSD ratification date: 3/18/2014