CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA ASSISTANT

DEFINITION
Under general supervision, to perform and assist in performing a variety of duties, routine and special, in preparation, cooking and serving a variety of foods, including USDA approved school lunch operations. Such duties shall include setting up, cleaning and assisting in cleaning of facilities, equipment and utensils.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Serve students, teachers, parents and staff.
- Participate in the preparation of meals from scratch ingredients using standardized recipes; assist in cooking main dishes; assist in the preparation of meal items.
- Set up steam tables and serving counters, including trays and other items necessary for serving food.
- Participate in the preparation and serving of food, use and operation of computer system to track the sale of food and beverages, and maintaining the kitchen and food areas in a clean and sanitized manner.
- Assess leftovers; order items and supplies necessary for next day meal preparation; wrap and store leftovers.
- Clean serving counters, tables and kitchen areas; wash pots and pans; utilize the dishwasher for cleaning utensils, trays and other miscellaneous dishes.
- Collect and account for money collected and maintain records of items sold utilizing a Point of Sale system.
- Put away ordered stock items and leftovers as appropriate.
- Assist in posting Nutritional Value Charts in areas as assigned.
- May serve as Cafeteria Satellite Manager upon the request or absence of the Cafeteria Satellite Manager upon completion of required training.
- Ensure compliance by following Local, State and Federal regulations.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Basic principles, methods and techniques of inventory maintenance.
- Procedures, methods and techniques of preparing and serving meals.
- Principles of sanitation and personal hygiene applicable to food service and kitchen maintenance, including proper cleaning and sanitizing methods for food service and kitchen areas.
- Basic mathematical principles.
- Use and operation of weighing and measuring devices.
- Proper food handling and storage practices and procedures.
- Occupational hazards and standard safety practices necessary in the area of food preparation and service.
- Modern office practices, methods and equipment.
- Principles and procedures of record keeping and reporting.
Skill to:
- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner.
- Prepare and serve a wide variety of foods.
- Operate basic office equipment.
- Perform mathematical computations quickly and accurately.
- Successfully utilize a Point of Sale system.
- Communicate professionally and effectively both verbally and electronically.

Ability to:
- Apply and maintain high standards of sanitation and personal hygiene.
- Follow applicable health and sanitation requirements.
- Work quickly and efficiently in performing a variety of food service duties.
- Accept payments and accurately make change.
- Read, understand and follow applicable health and sanitation requirements.
- Learn proper food handling and storage practices and procedures.
- Respond to requests and inquiries from students and school staff.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Complete required Local, State, and Federal training/certificate programs.
- Effectively manage work time.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- One year of paid or volunteer food preparation and kitchen maintenance experience.

Training:
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Specialized training or course work in food preparation, basic child nutrition or a related field is desirable.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Please refer to the Job Analysis.