

**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, EDUCATION, 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 (1) year of paid or volunteer food preparation and kitchen maintenance experience recommended.

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.
- Will receive on-site training upon hire.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.