

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

CAFETERIA ASSISTANT

Definition

Under general supervision, to maintain food service areas, facilities and equipment in a clean and sanitary condition; to cook main dishes and bake pastries, cookies and bread; to perform routine assistance tasks in the preparation and serving of food in a cafeteria to assist in the over all operation and maintenance of a school cafeteria; and to do related work as required.

Responsible to

Supervisor of Food Services

Examples of Duties

1. Cleans and prepares food for cooking.
2. May cook main entries, soups, vegetables, gravies, meat dishes, bakes bread, rolls, pastries, salad, sandwiches and other foods.
3. Assists in preparing main dishes, salads, fruits and sandwiches.
4. Assists in baking cookies, cakes or bread.
5. Portions, carries and positions bulk quantities of food or ingredients.
6. Arranges food and trays for serving.
7. Serves students and staff.
8. Operates a variety of standard kitchen utensils and appliances such as stoves, dishwashers, mixers, can openers and slicers.
9. Cleans ovens and mechanical equipment.
10. Washes pots, pans and kitchen utensils and areas.
11. Wipes tables and maintains cafeteria areas in a clean and sanitary condition.
12. Lifts heavy containers of food and supplies.
13. May assist in transporting food and supplies from central kitchen to satellite kitchens.

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14. Keeps simple records.
15. Provides for proper storage and refrigeration of foods and supplies.
16. May serve as substitute in a variety of routine cafeteria functions.
17. May serve as cashier for cafeteria monies.
18. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of

1. Basic methods and materials used in the preparation and serving of food.
2. Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
3. Standard liquid and dry measurements.
4. Standard kitchen appliances.
5. Kitchen cleaning materials, methods and hygienic practices.
6. Sanitation and safety practices and procedures related to the preparation, serving and storage of food.
7. Lift and transport quantities of food, ingredients or equipment.
8. Stand for sustained periods of time.
9. Learn proper methods of preparing assigned menus.
10. Work rapidly and with frequent interruptions.
11. Work efficiently during rush conditions.
12. Count, add and subtract.
13. Make change quickly and accurately.
14. Follow applicable health and sanitation requirements.
15. Understand and carry out oral and written instructions.

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Ability to

1. Demonstrate dependability and reliability.
2. Maintain cooperative relationships with those contacted in the course of work.

Training and Experience

None required, but some experience in food preparation and kitchen maintenance is preferred; demonstrated dependability and cleanliness.

Physical

Demonstrated industry, cleanliness, good health and freedom from communicable disease.

Licenses

Possession of a valid Food Handler Authorization Card issued by the County Department of Public Health.

Job Description Adopted: May, 1981
Job Description Revised: July 16, 1990

Cafeteria Assistant
Page 3 of 3