

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

---

JD 4200.1

#### **LEAD CAFETERIA ASSISTANT**

##### **Definition**

Under direction, to assist in planning, organizing and directing the district-wide food services program, including the planning, requisitioning, food preparation and personnel training functions; to maintain food service areas, facilities and equipment in a clean and sanitary condition; to perform skilled and routine tasks in the preparation and serving of food in a cafeteria; and to do related work as required.

##### **Responsible to**

Supervisor of Food Services

##### **Example of Duties**

1. Cleans and prepares food for cooking.
2. Assists in preparing main dishes, salads, fruits and sandwiches.
3. Assists in baking cookies, cakes or bread.
4. Portions, carries and positions bulk quantities of food or ingredients.
5. Arranges food and trays for serving.
6. Serves students and staff.
7. Operates a variety of standard kitchen utensils and appliances such as stoves, dishwashers, mixers, can openers and slicers.
8. Cleans ovens and mechanical equipment.
9. Washes tables and maintains cafeteria areas in a clean and sanitary condition.
10. Lifts heavy containers of food and supplies.
11. May serve as substitute in a variety of routine cafeteria functions.
12. Keeps a variety of departmental records.
13. Assists in the selection of departmental personnel.
14. Coordinates and may supervise the work of departmental personnel.
15. Assists in food planning.

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

---

JD 4200.1

1. Assists in the requisitioning and inventorying of departmental supplies and equipment.
2. Assists in the supervision of proper maintenance of clean and sanitary conditions in the cafeteria areas.
3. Assists in training departmental employees.
4. Assists in implementing health and sanitation standards.
5. Assists in receipt and deposit of cafeteria funds.
6. Supervises compliance with Type A lunch requirements.
7. Assists supervisor in checking and verifying applications for free and reduced lunches.
8. Coordinates the use of kitchen facilities for special events.

#### **Qualification Guide**

##### **Knowledge of:**

1. Modern principles and methods in quantity cooking and large-scale food services management.
2. Laws and regulations relating to the preparation, serving, storage and transportation of food.
3. Procedures and equipment used in the preparation, cooking, serving, storing and transporting of food.
4. Applicable health and sanitation requirements.
5. The Type A lunch program, including methods of implementation and control.
6. Basic methods and materials used in the preparation and serving of food.
7. Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
8. Standard kitchen appliances.
9. Kitchen cleaning materials, methods and hygienic practices.

**Lead Cafeteria Assistant**

Page 2 of 3

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

---

JD 4200.1

10. Sanitation and safety measures in food service areas.

11. Principles of training and coordinating the work of others.

#### **Ability to:**

1. Lift and transport quantities of food, ingredients and/or equipment.

2. Stand for sustained periods of time.

3. Learn proper methods of preparing assigned menus.

4. Count, add and subtract.

5. Cook and prepare food in large quantities.

6. Operate commercial kitchen equipment and appliances.

7. Supervise and motivate staff and students.

8. Prepare and maintain reports.

9. Understand and carry out oral and written instructions.

10. Maintain cooperative working relations with staff, supervisor, students and the public.

#### **Training and Experience**

Three years of responsible experience in quantity food service and preparation work; equivalent to the completion of twelfth grade, preferably including or supplemented by training in menu planning, quantity cooking, food service safety/sanitation, or other related areas.

#### **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; possession of a valid California vehicle operator's license, applicable to District food service vehicle (if possible) and ability to qualify for District vehicle insurance coverage.

Job Description Adopted: August 1981

Job Description Revised: July 16, 1990