



Our Children, Our Schools, Our Future!

Jurupa Unified School District

CAFETERIA ASSISTANT I

DEFINITION

Under immediate supervision to maintain food service facilities and equipment in a clean and sanitary condition; to assist in the preparation, packaging, and serving of food; and to do related work as assigned. This is an entry level position in Food Services. Cafeteria Assistant I is distinguished from Cafeteria Assistant II in that a minimum of training and experience is required and that main dish cooking or baking is not done without close supervision and assistance.

ESSENTIAL JOB FUNCTIONS

- Prepares, packages, and serves food.
- Cleans serving counters, tables, chairs, food containers, and other equipment.
- Washes pots, pans, trays, plates, utensils, and other serving equipment.
- Assists in setting up steam tables for food serving.
- Serves food to students and faculty.
- Assists in maintaining proper care of kitchen equipment.
- Operates electronic point-of-sale (POS) equipment such as cash registers, computers and keypads.
- Takes money and makes change.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

LICENSE REQUIREMENT

Valid Food Handlers Card issued for Riverside County.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic methods of preparing, storing, and serving foods in large quantities;
Care and use of food service equipment;
Sanitation and safety procedures relating to food preparation and serving;
Basic math.

Ability to:

Remain flexible despite frequent schedule or job duty changes;
Establish and maintain effective working relationships with co-workers and students;
Follow oral and written instructions;
Count money and make change;
Work safely;
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;
Communicate effectively with staff, other personnel, and the public;
Sit, stand, stoop, kneel, bend and walk;
Stand and/or walk on hard flooring for sustained periods of time;

CAFETERIA ASSISTANT I

Abilities (continued):

- Climb slopes, stairs, steps, ladders and ramps;
- Frequently move objects weighing up to 50 pounds;
- Push or pull a rolling cart carrying up to 200 pounds;
- Perform strenuous manual labor for sustained periods of time;
- Work at various elevated heights in a safe and effective manner;
- Work in a wide range of temperatures;
- Work with chemical agents in a safe and effective manner;
- Operate food preparation utensils, machinery and equipment in a safe, effective and efficient manner;
- Efficiently and effectively operate electronic point-of-sale (POS) equipment such as cash registers, computers, and keypads;
- Collect currency and make change;
- Maintain regular, steady attendance.

Experience:

Some experience in food preparation and kitchen maintenance preferred.

Education:

Equivalent to completion of the eighth grade.

Personal Qualities:

Good personal hygiene, willingness to perform job tasks, reliable, and dependable.

Personnel Services
June 30, 2000

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