



Our Children, Our Schools, Our Future!

Jurupa Unified School District

CAFETERIA ASSISTANT III

DEFINITION

Under 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. Cafeteria Assistant III is distinguished from Cafeteria Assistant II in that a greater amount of skill, experience, and course work is required, and that main dish cooking and baking is performed without close supervision. A Cafeteria Assistant III must have the ability to assume the duties of the Cafeteria Manager during a temporary absence.

ESSENTIAL JOB FUNCTIONS

- Prepares, packages and serves food.
- Cleans serving counters, tables, chairs, food containers, and other equipment.
- Assists in setting up steam tables.
- Serves food to students and faculty.
- Maintains proper care of kitchen equipment.
- Cooks and/or bakes main dishes.
- Assists in supervising student workers and other staff.
- 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:

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, service, and storage;
Methods of computing food quantities required by prescribed menus;
Basic computer operation.

Ability to:

Prepare high quality food appropriate to the needs of students;
Assist in estimating quantities of food required;
Make arithmetical calculations with speed and accuracy;
Remain flexible despite frequent schedule or job duty changes;
Establish and maintain effective working relationships with others;
Work safely;
Assume duties of the Cafeteria Manager during a temporary absence;

Personnel Services

(over)

CAFETERIA ASSISTANT III

Ability to (continued):

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;
Climb slopes, stairs, steps, ladders and ramps;
Frequently move objects weighing up to 50 pounds (ex: bag of flour);
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;
Maintain regular, steady attendance.

Experience:

Two years of prior experience working in a public school cafeteria.

Education:

Graduation from high school or its equivalent. Successful completion of at least two (2) of the following food service classes: Sanitation and Safety, Work Improvement, Human Relations, Nutrition, Menu Planning, Principles of Food Preparation, or Introduction to Quantity Food Preparation. Equivalent courses may be substituted if approved by the Director of Food Services.

Personal Qualities:

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

Personnel Services
June 30, 2000

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