



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District

## **CAFETERIA ASSISTANT MANAGER – SECONDARY (MULTIPLE SITE)**

### **DEFINITION**

Under supervision to assist the Cafeteria Manager in planning and organizing the preparation, packaging, and serving of school meals in accordance with prescribed menus, and to do related work as assigned. Cafeteria Assistant Manager-Secondary (Multiple Site Service) is distinguished from Cafeteria Assistant III in that a greater amount of skill, experience, and course work is required, and that the number of meals prepared for schools served is significantly greater. A Cafeteria Assistant Manager-Secondary (Multiple Site) is further distinguished from Cafeteria Assistant Manager-Elementary (Multiple Site) in that preparation of a la carte dishes and snack bar service is required. A Cafeteria Assistant Manager-Secondary (Multiple Site Service) must have the ability to assume the duties of any Cafeteria Manager during a temporary absence.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares, packages, and serves food.
- Maintains proper care of kitchen equipment.
- Cooks and/or bakes main dishes.
- Assists in the preparation of daily reports, menu planning worksheets, warehouse requisitions, and inventory records.
- Cleans serving counters, tables, chairs, food containers and other equipment.
- Supervises work of assigned cafeteria employees.
- 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, packaging, 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 requirements of the National School Lunch and Breakfast programs.  
Basic computer operation.

#### **Ability to:**

Prepare high quality food appropriate to the need of students;  
Assist in estimating quantities of food required;  
Make arithmetical calculations with speed and accuracy;

## **CAFETERIA ASSISTANT MANAGER-SECONDARY (MULTIPLE SITE SERVICE)**

### **Abilities (continued):**

Remain flexible despite frequent schedule or job duty changes;  
Establish and maintain effective working relationships with others;  
Work safely;  
Assume duties of any Cafeteria Manager during a temporary absence;  
Follow oral and written instructions;  
Work competently under pressure and deadlines;  
Keep accurate records and prepare written reports;  
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 or equivalent.

### **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, Introduction to Quantity Food Preparation, Quality Food Preparation, Preparing School Meals, Food Purchasing, Personnel Management, Management Procedures and Records, Equipment Selection and Layout, Child Growth and Development. 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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