

# Job Description

Castro Valley Unified School District

## Cafeteria Assistant

### Purpose Statement

The job of Cafeteria Assistant is done for the purpose/s of preparing and distributing food items for consumption by students and school personnel, promoting good eating habits and nutrition, supporting student health and development, tracking and reporting daily food inventory and maintaining facilities in a sanitary condition.

### Essential Functions

- Assists with tracking and maintaining daily food inventory (e.g. food, condiments and supplies, etc.) for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Cleans utensils, equipment and the storage, food preparation, serving, and eating areas for the purpose of maintaining sanitary conditions and meeting health and safety requirements.
- Collects payments for food items from students and staff for the purpose of securing funds for reimbursement of costs.
- Prepares food and beverage items for consumption at site or transporting to other locations for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Records meal counts for the purpose of providing documentation and/or conveying information for planning purposes to supervisory and management personnel.
- Responds to inquiries of students, staff, and the public for the purpose of providing information and/or direction regarding the selection and price of meal items.
- Serves one or more items of foods for the purpose of providing nutritional requirements and/or requests of student and school personnel.
- Stocks and rotates (First in, first out) food, condiments, and supplies for the purpose of maintaining adequate quantities.

### Other Functions

- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Performs reasonably related job functions as may be required for the purpose of supporting other personnel in the completion of their work activities.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment used in industrial kitchen.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with

specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality of student information; establishing and maintaining effective working relationships and working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** .

**Required Testing**

Merit System pre-employment proficiency exam  
Pre-employment physical exam

**Certificates and Licenses**

May require California Driver's License and Evidence of Insurance in accordance with California Law (depending on assignment)  
Mandatory Reporter Certificate  
Meet USDA Food Service Requirement  
CPR/First Aid Certificate

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses as required by State & Federal Guidelines

**Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

2/6/2017

**Salary Grade**

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