

Twin Rivers Unified School District

Position Description

Position: Café Assistant I		Salary Grade: 103
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

Summary

Performs service-level duties to assist with food preparation, serving, and clean up at a school site kitchen that can be full service, enhanced to prepare meals for other sites, and/or a smaller satellite facility.

Distinguishing Career Features

The Café Assistant I is the first level in a service-oriented career ladder. Assignments will be at a school site that may also serve as a production facility for a remote site that serves food items. Advancement to Café Assistant II requires an ability to operate all food service equipment, prepare food items, organize a service line, operate a snack bar, operate a point of sale computer, and perform basic record keeping. A Café Assistant III may serve as an assistant team leader or demonstrate a higher level of specialization such as with special events, monitoring student accounts, supporting a standalone service or program, and other expanded record keeping.

Essential Duties and Responsibilities

- Prepares, assembles, counts, and cleans, slices, cuts, or otherwise portions food items such as, but not limited to fruits, vegetables, frozen and cooked items, used for packaging and ingredients. Cuts fruits and vegetables and prepares serving trays.
- Participates in arranging café service lines and individually packaged food items so that students can make easy selection. Assists in arranging equipment and service lines in remote locations.
- Serves food items according to specified portions and pre-determined menus and recipes. Follows proper food handling procedures.
- Operates miscellaneous kitchen equipment such as a slicing machine, mixer, dishwasher, and warming oven.
- Assists in cooking, baking, and otherwise preparing meat and bread products using specialized equipment designated for institutional food preparation.
- Assists in receiving, inspecting, storing, and rotating inventory.
- Participates in preparing food for field trips and other prescheduled events.
- Records food temperatures at required intervals during the food preparation process.
- Cleans, washes, and sanitizes kitchen equipment, food preparation and servicing area surfaces, and sweeps floors, contributing to maintaining a safe work environment and complying with Health Department standards.
- Learns and may serve as a point-of-sale cashier, accepting money and entering data into

computer-aided food service application and assisting in compilation of daily receipts.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires basic knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; and kitchen safety and sanitation. Requires sufficient language and reading skill to understand and verbalize work instructions. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

▪ Abilities

Requires the ability to perform the routine duties of the position under direct supervision. Requires the ability to understand, interpret, and follow oral and written instructions. Requires the ability to add and subtract, using decimals and fractions. Requires the ability to work varying shifts and locations.

▪ Physical Abilities

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

▪ Education and Experience

The position typically requires a high school diploma or equivalent and up to one year of experience in large quantity food preparation and serving. Additional experience may substitute for education.

▪ Licenses and Certificates

May require a food handler's certificate. May require a valid driver's license.

▪ Working Conditions

Work is performed indoors or outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and toxic/unstable materials in conditions that vary in temperature and stability.