

Twin Rivers Unified School District

Position Description

Position: Café Assistant II		Salary Grade: 105
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

Summary

Performs food preparation, portioning, packaging, service, and clean up at a school site that may also serve as a food production facility for remote sites. Performs as a cashier and operates a point of sale computer.

Distinguishing Career Features

The Café Assistant II is the second level in a service-oriented career ladder. 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. Advancement to a Café Assistant III may require serving as an assistant team leader or demonstrating a higher level of specialization such as with special events, monitoring student accounts, supporting a standalone service or program, and other expanded record keeping. Advancement to Café Services Team Leader is based on need and the ability to accept leadership over a work team and coordinate cooking of food items of a full service kitchen.

Essential Duties and Responsibilities

- Prepares, assembles, counts, 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. Prepares fruits and vegetables for salad bars and serving trays.
- Participates in cooking, baking, and otherwise preparing of meat and bread products.
- May serve food items according to specified portions and pre-determined menus and recipes. Inspects and/or tastes prepared foods prior to serving to determine quality, appearance, and taste. Follows proper food handling procedures.
- Sets up and operates commercial food service equipment. Cleans, sanitizes, and arranges machine components. Adjusts and tests machines to match processing and operating instructions.
- May arrange 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.
- Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.
- May serve as a point-of-sale cashier, accepting money on account and entering data into a computer-aided application. May perform end-of-day procedures such as compilation of daily receipts and counts.
- Operates a remote snack and/or a la carte service cart with point-of-sale. Arranges and sells food items and accounts for cash, payment on account, and food inventory.
- Records food temperatures at required intervals during the food preparation process.

- Assists in monitoring the receipt, storage, rotation, preparation, and storage of perishable food items in full compliance with District and County health regulations.
- 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.
- Processes free-and-reduced price meal applications. Learns and applies application and account transactions after successfully completing training.
- May deliver meals and supplies to school sites and event venues.
- Assists with counting inventory and may order food items and supplies to fulfill requirements.
- Assists in the training of Nutrition Services staff and student assistants.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires working knowledge of food storage and sanitation procedures. Requires working knowledge of kitchen safety and safe work procedures. Requires basic knowledge of food production and/or service line processes. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation 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 essential duties of the position. Requires the ability to coordinate food preparation activity in order to serve a variety of food items at the same time. Requires the ability to understand, interpret, and follow oral and written instructions. Requires the ability to interpret menus and ingredient lists. 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 two years of experience in large quantity food preparation, food packaging, and serving.

- **Licenses and Certificates**

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 volatile/toxic materials in conditions that vary in temperature and stability.