

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAFETERIA ASSISTANT MANAGER

Classification: Range 33

BASIC FUNCTION:

Plan, organize and oversee the food service program at an assigned cafeteria; prepare breakfast and lunch items; heat, prepare and serve meals; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Plan, organize and oversee the food service program at an assigned cafeteria; prepare food according to established quantity requirements; cook, bake and assemble main dish items.

Take inventory of food and supplies; order milk, juice and other items; estimate quantities and requisition food stuffs and supplies; attend staff meetings as required.

Set up serving area; assure that serving lines are properly stocked; set out food and beverages observing appropriate health and sanitation rules.

Serve food to students and staff according to established procedures.

Maintain work areas and serving areas in a sanitary manner; wash and clean steam tables; clean and store utensils, trays and kitchen equipment.

Operate a variety of kitchen utensils, equipment and appliances in a safe manner.

Provide work direction and guidance to other food service personnel and student workers as assigned; prioritize and assign work; train staff on methods and procedures of food service activities.

Provide snack program training to all WUSD and after school program employees.

Maintain a variety of records and reports related to assigned activities, including factor sheets, daily cash receipts and others.

Computerized record keeping.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of assembling, preparing and heating food in large quantities.

Principles and practices of safety and sanitation.

Standard kitchen utensils, equipment and appliances.

Principles of training and providing work direction.

Inventory and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

State and Federal Meal Programs

ABILITY TO:

Oversee a food service facility according to established procedures.

Operate kitchen equipment, appliances and utensils in a safe manner.

Maintain inventory.

Prepare and submit records as required.

Work independently with little direction.

Provide work direction and guidance to others.

Follow applicable health and sanitation requirements.

Make change and arithmetic calculations quickly and accurately.

Work cooperatively with others.

Communicate effectively with others.

Understand and follow oral and written direction.

Meet schedules and time lines.

Plan and organize work.

Learn basic job specific computer skills.

Lift, carry, push and pull heavy containers of food and materials up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in quantity food preparation, serving and kitchen maintenance.

LICENSE AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License along with a Safe Serve Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria environment.

Exposure to hot foods, equipment and metal objects.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling moderately heavy objects.

Standing or walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to sharp knives and slicers.

Hot surfaces and liquids.

Poisonous cleaning chemicals.

Board Revised:

Board Approved: May 4, 2006