

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAFETERIA HELPER I

Classification: Range 26

BASIC FUNCTION:

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties.

REPRESENTATIVE DUTIES:

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

Prepare food service facilities for the serving of food; wash and prepare eating and serving areas.

Count and set out an appropriate number of trays; set out food and beverages according to established procedures; maintain snack and salad bar and replace condiments as needed.

Portion and serve food to students and staff according to established procedures.

Assist in the preparation of food; prepare sandwiches; grate cheese; mix and chop fruits and vegetables; assist in baking cookies, breads and cakes.

Operate dishwasher and wash and sanitize trays, plates, utensils and other serving equipment.

Assist in setting up and stocking food preparation and service lines.

Maintain food storage, appliances, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, trays and kitchen equipment.

Perform cashiering duties as assigned; collect money and make change; count number of students served, free, reduced, pre-paid and paid lunches.

Transport food from one location to another as assigned; lift heavy containers of food and supplies.

May cook and bake foods.

May serve as the Cafeteria Cook in the absence of the Cook.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard kitchen equipment, utensils and measurements.
Sanitation practices related to handling and serving food.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff.
Serve food in accordance with health and sanitation regulations.
Maintain food service equipment and areas in a clean and sanitary condition.
Meet schedules and time lines.
Understand and follow oral and written directions.
Work cooperatively with others.
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 some experience in food service operations.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification may be required to possess a valid California Driver's License. In addition, a Safe Serve Certificate must be maintained.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Exposure to hot foods, equipment and metal objects.
Driving a vehicle to conduct work as required.
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Standing or walking for extended periods of time.
Dexterity of hands and fingers to operate kitchen equipment.
Lifting, 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 Approved: May 4, 2006