

Administration

JOB DESCRIPTION: CAFETERIA ASSISTANT

General Description

The cafeteria assistant is under the supervision of the head cook and the Superintendent/Principal and is responsible for assisting in all phases of food preparation and serving. The assistant must help in the maintenance of the cafeteria and do related work.

Qualifications

The assistant should have knowledge of proper methods of preparing and cooking foods in large quantities. He/she should have knowledge of the basic kitchen methods, machines, and utensils. The assistant should be knowledgeable of safety and sanitation principles applicable to food service and kitchen maintenance and have the ability to:

1. Cook and bake skillfully and economically
2. Establish and maintain cordial relations with co-workers, students, staff and the public
3. Work in an efficient, sanitary, and safe manner
4. Operate machines found in the school cafeteria
5. Follow oral and written instructions

Duties and Responsibilities

1. Assists the cook in preparing meals
2. Assists in the serving of food
3. Assists in cleaning and storing cafeteria utensils, equipment and food supplies
4. Assists the cook with regular inventories of supplies
5. May assume responsibility of cafeteria operations in the absence of cook

Workdays And Hours

Working hours and time to be assigned according to District needs and approved by Superintendent/Principal.

Salary

As set forth by District Board of Trustees.

Directly Responsible To

The Superintendent/Principal or his designee.