

YOSEMITE UNIFIED SCHOOL DISTRICT

NOTICE OF IN-HOUSE OPENING

Cafeteria Assistant I

Deadline: June 19, 2012 - 3:00 p.m.

Please provide an application along with a letter of intent and any documents required of this job.

ASSIGNMENT:

Title and Classification:	Cafeteria Assistant I
Department:	Cafeteria
Site:	Rivergold Elementary
Terms of Employment:	5 hrs. per day, 9 Mo.
Hours:	8:00 am – 1:00 pm
Supervisor:	Director of Food Services
Salary Range:	Range 10

GENERAL DESCRIPTION:

The cafeteria assistant assigned to the central kitchen is directly responsible to the Director of Food Services for the preparation or assisting in the preparation of food and maintenance of cleanliness.

DUTIES AND AREAS OF RESPONSIBILITY:

- Assists in preparation of the meal, including the main dish, bread, vegetables, salad, desserts and other dishes as required from menus provided by the Director of Food Services.
- Responsible for the transport and serving of food.
- Responsible for proper handling of cash and balancing cash at the end of lunch.
- Insures that there is the correct amount of food on portable warmers, and that serving portions are correct or the items to be served.
- Supervises assigned student serving personnel.
- Assists in maintaining cleanliness of cafeteria, cafeteria kitchen, and dining room, including but not limited to dishes, trays, pots and pans, refrigerators, and freezers, ovens and stoves, steam tables, dishwashers, transport equipment, mixers and utensils, cabinets, tables both in kitchen and dining areas; other related equipment or facilities as assigned or required.
- Operates and cleans cafeteria or kitchen machines and equipment as needed.
- Insures personal cleanliness and that assigned subordinate personnel are clean, and properly dressed.
- Responsible for maintaining records as required.
- Other cafeteria duties as required or assigned.
- *Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the*

applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

1. *Seldom = Less than 25 percent* 3. *Often = 51-75 percent*
2. *Occasional = 25-50 percent* 4. *Very Frequent = 76 percent and above*

- 1 a. *Ability to work at a desk, conference table or in meetings of various configurations.*
 4 b. *Ability to stand for extended periods of time.*
 4 c. *Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.*
 4 d. *Ability to hear and understand speech at normal levels.*
 4 e. *Ability to communicate so others will be able to clearly understand a normal conversation.*
 4 f. *Ability to bend and twist, stoop and kneel, crawl, push, and pull.*
 2 g. *Ability to lift 50 lbs.*
 2 h. *Ability to carry 50 lbs.*
 4 i. *Ability to reach in all directions.*
 3 j. *Ability to work at heights.*
 2 k. *Ability to ascend and descend ladder.*
 4 l. *Ability to work in the elements (extreme temperatures).*

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

QUALIFICATIONS:

Ability To: Assist in large meal preparation; prepare food from instructions both written and oral; be flexible with work hours; discipline students as needed; lift up to 50 lbs; operate district vehicles.

Experience: Shall have demonstrated a minimum of one (1) year experience in a school cafeteria or one (1) year experience in a similar field.

Testing: Passing score on District Cafeteria Assistant I test within the last three (3) years.

Education: *High School Diploma or G.E.D.
*First Aid and CPR Certification

Health: Must pass a physical examination prior to actual employment to insure ability to perform assigned tasks.

Required: *Possess a valid California Drivers License
*Finger Printing
*TB Test
*Drug Test
*Mandatory Agency Shop

EVALUATION:

Performance in this job will be evaluated in accordance with provisions of the CSEA Contract and Board policy on evaluation of support service personnel.

ACCOMMODATION:

Yosemite Unified School District is an “Equal Opportunity Employer” and does not discriminate on the basis of race, color, national origin, sex, or handicap. Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.