

**NOTICE OF OPENING
IN-HOUSE
Cafeteria Assistant II**

APPLICATION DEADLINE: February 5, 2010, 3:00 P.M.

ASSIGNMENT:

Title and Classification:	Cafeteria Assistant II
Department:	Cafeteria
Site:	Yosemite High
Terms of Employment:	5.5 hours, 9 month
Supervisor:	Director of Food Services
Salary Range:	Range 11

GENERAL DESCRIPTION:

Under supervision of Director of Food Services, is responsible for assisting in all aspects of site cafeteria, preparation of food following food safety guidelines, required State Regulations and paper work, assists in maintenance and cleaning of cafeteria. Does related work as required/or assigned.

DUTIES AND AREAS OF RESPONSIBILITY:

- The preparation of school site meals
- Cleanliness and/or sterilization of work area, kitchen or cafeteria
- Operation of the site cafeteria
- Maintaining records as required
- Assist with various record keeping as necessary
- Responsible for proper handling of cash and balancing cash at the end of lunch
- Assists with meal orders, production records, inventory control and supply order for purveyors
- Insures that the correct amount of food on portable warmers and serving portions are according to the specifications and laws set forth by state and federal agencies regarding the school lunch/breakfast program
- Insures personal cleanliness and that assigned subordinate personnel are clean, and properly dressed
- Operates all kitchen appliances
- Assists with scheduling, training and supervision of staff and substitutes
- Schedules student assistants as necessary
- Trains, instructs and supervises student assistants on preparation, serving and sales as necessary
- Follows guidelines established by state and federal agencies
- Verification and proper storage of items upon delivery from purveyors

- Opening and closing of cafeteria as required
- Works cooperatively with all school staff, students, parents, and community members
- Promotes team effort
- Meets regularly with Director of Food Services
- Performs duties as assigned or required, including special functions events
- *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 |

 2 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.

DESIRABLE QUALIFICATIONS:

Ability To: Assist in large meal preparation and supervision of personnel; prepare food from instructions both written and oral.

Experience: Must have a minimum of one (1) year experience in a school cafeteria or in a related field. Must be able to demonstrate regular and punctual attendance.

Education: *High School Diploma or G.E.D.
*Must Pass District Proficiency Test
*First Aid and CPR Certification
*Possess current Serve Safe 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.