

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAFETERIA HELPER II

Classification: Range 28

BASIC FUNCTION:

Prepare, cook, bake and serve a variety of food in large quantity; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

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 and bake rolls, biscuits, breads, cakes, cookies and other baked goods in large quantities; prepare, adjust and combine necessary ingredients.

Assist in the preparation and cook main dishes, meats, pasta, vegetables and others; prepare salads, sandwiches, fruit, soups and other foods.

Cook, portion and serve food to students and staff according to established procedures.

Operate a variety of standard kitchen equipment such as a slicer, grater, mixer, fryer, dishwasher, range, oven and other kitchen equipment.

Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store equipment, pots, pans, trays and other food service items; assure compliance with kitchen sanitation and safety procedures and regulations.

Assist other Food Services personnel as assigned.

Assist with inventory procedures as assigned; rotate food according to established procedures.

Computerized record keeping.

Substitute for the Cook in his/her absence.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing and serving food in large quantities.
Sanitation and safety practices related to cooking, baking and serving food.
Standard kitchen equipment, utensils and measurements.
Health and safety regulations.
Basic record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Prepare, cook, bake and serve food in large quantity, and in accordance with health and sanitation regulations.
Operate standard kitchen equipment safely and efficiently.
Meet schedules and time lines.
Maintain routine records and perform cashier duties.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
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 responsible 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.
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.