

# **Sacramento County Office of Education Job Description**

## **Classification Title: Cafeteria Assistant**

### **DEFINITION**

Under direction, assists in a variety of food service and clean-up activities, and other related work as required.

### **DIRECTLY RESPONSIBLE TO**

Director, Sly Park

### **SUPERVISION OVER**

None; however, may give direction, train, and monitor work of student helpers.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Cleans cafeteria equipment including refrigerator, dishwasher, stove, and oven racks; maintains clean service and storage areas; defrosts, cleans, and fills milk dispensing machines; scrubs pots and pans; unloads, loads, and operates dishwasher; maintains clean dish room and stores clean equipment and utensils; washes, dries, and folds dish towels and aprons; cleans and sanitizes dining room tables after each meal; sweeps and mops food preparation area and dish room floors; empties food preparation area and dish room trash containers and disposes of kitchen trash; cleans and fills napkin, silverware, and condiment holders; sets up salad bar according to procedures; under supervision, supports cook in preparing and serving food portions in a timely manner; unpacks and stores food deliveries in proper places; breaks down cardboard boxes for recycling; prepares and sets out serving trays, condiments, cups, and plates for meals; lifts and carries food cartons, garbage bags, and serving containers; verifies equipment is turned off and locks up areas at end of day; assists in assigning, training, and monitoring work of student helpers; ensures the general safety of students while in the cafeteria and kitchen areas.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education, training and/or experience, which demonstrates ability to perform the duties as described; experience working around groups of children is desirable; possession of a Food Safety Certification.

#### **Knowledge, Skills, and Abilities**

Knowledge of cleaning and sanitizing methods and skill in cleaning kitchen equipment and facilities; ability to use brooms, mops, buckets, etc; ability to operate dishwasher, clothes washer and dryer, milk dispensing machine, hydraulic lift, and other related machines and equipment; ability to stand for long periods of time; ability to lift and carry boxes and supplies; ability to meet schedules and follow timelines; ability to learn and follow health and sanitation requirements; ability to follow oral and written directions; ability to work independently with minimal supervision; ability to work cooperatively and communicate with staff, parents, and students.

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Revision approved by Personnel Commission 3/8/11  
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Revision approved by Personnel Commission 5/14/97

Revision approved by Personnel Commission 12/19/90  
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Previous Job Title: Food Services Assistant  
Revision approved by Personnel Commission 5/16/85  
Previous Job Title: Kitchen Helper