

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

Appropriate Administrator

SUPERVISION OVER

None

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 area and preps salad bar food in accordance with established guidelines; under supervision, supports cook in preparing and serving food portions in a timely manner and in accordance with special dietary needs and food allergy accommodations; 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; ensures the general safety of students while in the cafeteria.

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 of

Cleaning and sanitizing methods; techniques and methods of food preparation and storage; common food allergies and special dietary needs; safety practices related to food preparation and use of commercial kitchen utensils and equipment; sanitary methods of food handling, food preparation and cooking techniques; standard liquid and dry measurements; basic record keeping; standard videoconferencing platforms.

Skill and Ability to

Clean kitchen equipment and facilities; use brooms, mops, buckets, and other cleaning equipment; operate dishwasher, clothes washer and dryer, milk dispensing machine, hydraulic lift, and other related machines and equipment; stand for long periods of time; lift and carry boxes and supplies; work cooperatively and communicate effectively with staff, parents, and students from various cultural and socioeconomic backgrounds; perform basic mathematical calculations; meet schedules and follow timelines; learn and follow health and sanitation requirements; follow oral and written directions; work independently with minimal supervision.

Revision approved by Personnel Commission 5/9/23
Revision approved by Personnel Commission 8/13/19
Revision approved by Personnel Commission 12/9/14
Revision approved by Personnel Commission 3/8/11
Revision approved by Personnel Commission 3/11/08
Revision approved by Personnel Commission 8/17/04
Revision approved by Personnel Commission 5/14/97
Revision approved by Personnel Commission 12/19/90
Revision approved by Personnel Commission 1/9/86
Previous Job Title: Food Services Assistant
Revision approved by Personnel Commission 5/16/85
Previous Job Title: Kitchen Helper