

MACKAY SCHOOL DISTRICT

Classified Job Description

Cafeteria Assistant

Definition

Under supervision, to assist in the preparation and serving of food in a school cafeteria. to perform cleaning tasks in school cafeteria and service area and to perform other related duties as required.

Work Schedule – Six (6) hours per day, four (4) days per week. There are no benefits with this position. Employee shall only be paid for days in which school is in session. With the exception of six (6) hours cleanup prior to the start of school.

Examples of Duties

- Wear proper attire including closed toe shoes, hair up or in an optional hat or hair net. Hair nets or hair fixed upon arrival so that hair does not have a chance to be lost in the kitchen;
- Wash hands and put on an apron upon arrival, if an employee has a cut or scratch on their hand they must wear gloves at all times;
- Prepare the hand sink water and prepare washtubs, towels, silverware tubs and tables for breakfast. Wash any pots and pans prior to service if possible;
- Follow menu plan and prepare breakfast;
 - At 7:45 serve breakfast, document temperatures, and document purchases, clean up serving area, put away food and make sure dated;
 - Wash breakfast dishes and morning prep dishes;
 - Wipe off tables and benches, switch garbage cans so that they will not become heavy.
- Prepare any cold lunches as needed;
- Follow menu plan and prepare any baking, meat, fruit, salad, condiments. as necessary for lunch service;
 - Prepare food on baking trays, separating high school and grade school. Add 5 to each item to ensure count is accurate. Cook items for grade school so that they will be ready for service at 10:50, items shall be pulled out, cut and returned to oven to keep warm. All food must reach the appropriate temperature;
 - If Supervisor is absent, compile grade school and high school lunch count;
 - Between grade school and high school, restock steam table and prepare for service;

Cook items for high school so that they will be ready for service at 11:55;

If time allows wash grade school trays, pots and pans;

During service watch children to ensure that they are receiving the appropriate servings and proportions;

Upon completion put food away from steam table and bring all condiments to kitchen to be put away. Wipe off steam table, Help janitorial staff wipe off all tables and benches;

Wash lunch dishes. Sweep and mop lunch room floor. Clean dishwasher area;

Check menu to see if any products need pulled for the following two days.

- Wipe off and clean refrigerators, can openers, commercial dishwasher, commercial ovens and various slicers and mixers;
- Other duties as prescribed by the Superintendent.

Desirable Qualifications

Knowledge of:

Basic Computer skills;

Basic math skills;

Sanitation, safety, and food service procedures;

Operation of can openers, commercial dishwasher, commercial ovens and various slicers and mixers;

Reading a recipe.

Ability to:

Pass State training of Serving it Safe Class or have Food Handlers License;

Perform assigned food preparation tasks;

Keep Simple Records;

Apply knowledge of first aid and safety practices;

Use cleaning materials and equipment with skill and efficiency;

Perform heavy physical labor;

Work without immediate supervision;

Understand and carry out oral and written directions;

Understand and follow a work schedule;

Maintain cooperative working relationships with students, staff and others contacted in the course of work;

Estimate the scope of each work assignment and secure necessary items to complete the assignment;

Attend classes or meetings as directed;

Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.

Employee Signature _____

Date _____