

Range	16
Hours/day	8 (4-3 ½)
Hours/week	40, 19½
Months	9½

**SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT**

JOB TITLE: Cafeteria Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist in the preparation and packaging of food items in a cafeteria, snack bar, or for food vending machines; to serve food and perform cashiering duties in a cafeteria or snack bar; and to maintain food service equipment and facilities in a safe, clean, and sanitary condition. Employees in this classification receive direct to general supervision within a framework of well-defined policies and procedures. This job class performs a wide variety of routine to responsible duties related to day-to-day food service/cafeteria operations as assigned.

SUPERVISOR: Food Service Supervisor

TYPICAL DUTIES:

- Assists in preparing foods such as sandwiches, salads, salad dressings, hamburgers, and other hot/cold foods
- Assists in preparing baked goods
- Washes and prepares fruits and vegetables
- Slices, assembles, mixes, stirs, blends, counts, weighs or measures a variety of ingredients used in food preparation activities
- Wraps and/or packages food items into specified food portions for sale
- Cooks and warms food for serving on site
- Sets up serving counters/lines/food wells with appropriate food items and supplies
- Dishes and serves food items to students and adults
- Replenishes food items as needed during service
- Inventories food on hand before/after meals/service
- Restocks food items and supplies as needed; reports needs to supervisor

TYPICAL DUTIES (continued)

- Receives and dispenses storeroom supplies
- Directs and supervises student helpers during serving periods
- Replenishes food items in vending machines as needed
- Assists in collecting and counting vending machine money and refills moneychanger
- Makes minor repairs to vending machines
- Performs cashiering duties; receives money and makes change
- Cleans serving counters and storage/work areas to include walk-in iceboxes and freezers
- Dismantles, cleans, and reassembles food service vending equipment/machines
- Washes trays, plates, utensils, pots/pans, and serving equipment
- Packages and properly stores leftover food and supplies
- Performs heavy lifting as needed
- Assists in the setup, preparation, serving, and clean up foods for special functions as assigned
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- The proper use and care of kitchen, cafeteria, and snack bar food serving utensils and equipment
- Basic methods of quality food preparation
- Proper food storage methods and procedures
- Basic cleaning and sanitation methods and procedures related to food service operations

EMPLOYMENT STANDARDS

Ability to:

- Learn and effectively apply proper sanitation and safety requirements associated with food preparation and serving operations
- Understand and follow both oral and written instructions
- Perform a variety of food preparation and cleaning tasks
- Learn to operate assigned food service appliances and equipment in a safe and effective manner
- Assist in the preparation, serving, and packaging of food items
- Prepare entrees, salads, and dessert items as assigned
- Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication, and division
- Accurately make change
- Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting heavy cases or standing for prolonged periods of time
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Equivalent to completion of the twelfth grade and one year paid experience in a college cafeteria or snack bar work

*Range revised per CSEA Tentative Agreement 9/12/19
Board Approved 10/16/19*