

Range	19
Hours/day	8
Hours/week	40
Months	9 1/2

SHASTA-TEHAMA-TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT

**JOB TITLE:** Lead Cafeteria Assistant

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assume lead responsibility in the Cafeteria Assistant position, to assist in preparation and packaging of food items in a cafeteria, snack bar, or for food vending machines; to serve food and perform cashiering duties; 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 and direct and oversee the work of others. This job class performs a wide variety of routine to responsible duties related to day to day food service/cafeteria operations as assigned.

**SUPERVISOR:** Director, Food Services

**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 with appropriate food items and supplies
- Dishes and serves food items to students and adults
- Replenishes food items as needed

Typical Duties (continued)

- Inventories food on hand before/after meals/service
- Restocks food items and supplies as needed; reports needs to supervisor
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- Acts as an information source to subordinate cafeteria assistants regarding work methods, procedures, problems, etc.
- Trains, directs, and monitors the work of others including student helpers during serving periods
- Receives and dispenses storeroom supplies
- Replenishes food items in vending machines as needed
- Performs cashiering duties; receives money and makes change; assists with vending machines
- Cleans serving counters and storage/work areas to include reach-in and walk-in refrigerators and freezers
- Dismantles, cleans, and reassembles food service vending equipment/machines
- Washes trays, plates, utensils, pots/pans, and serving equipment
- Performs heavy lifting as needed
- Assists in the setup, preparation, serving, and clean up of 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

EMPLOYMENT STANDARDS (Continued)

Ability to:

- Proper food storage methods and procedures
- Basic cleaning and sanitation methods and procedures related to food service operations
- basic supervisory skills
- Learn and effectively apply proper sanitation and safety requirements associated with food preparation and serving operations
- Direct, coordinate, and monitor the work of others in a lead capacity
- 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:

- Education equivalent to completion of the twelfth grade and one year paid experience in a college cafeteria or snack bar.

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