

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

I. **Title: Cafeteria Assistant Lead** ~~Snack Bar Manager~~

II. **Definition**

Under the general direction of a Cafeteria Manager II and Cafeteria Lead, will act as a primary assistant to the Cafeteria Lead in a large elementary or secondary school; or assume a major responsibility in the operation of a school food service program; and do related work consistent with the job description.

III. **Examples of Duties**

Follows department procedures for set up and heating of all food items, serves student and staff lunch program. Assembles meat and other main dishes, soups, vegetables and other foods as needed, supervises assistants in the preparation of these foods; checks and converts recipes; estimates the quantity of food required; trains assistants; delivers or supervises the delivery of food to serving areas; serves food; assists in the cleaning and storage of food and supplies; assists with inventories, and record keeping; assumes responsibilities of cafeteria lead in the absence of cafeteria lead. Follows all HACCP regulations for food safety, completes temperature logs

IV. **Distinguishing Characteristics**

Not applicable.

V. **Employment Standards**

A. **Knowledge of:**

Principles of nutrition;

Quantity food preparation;

Food Safety and sanitation, HACCP Standards;

Time Management;

Food cost analysis;

Record keeping;

Personnel management;

Procedures for computing the quantity of food and supplies needed for planned meals;

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Federal, state and district policies and regulations when serving the school breakfast and lunch program;

### **B. Ability to:**

Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;

Relate to students and staff in a warm and caring manner;

Understand and carry out oral and written instructions;

Use institutional cooking equipment

Use computer terminal and computer software

### **VI. Education/Training/Experience:**

Completion of 12th grade and any combination of education, experience, and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

### **VII. Specific Qualifications**

Must pass District promotional test for this position.

Valid ServSafe Certificate, prior to starting work.

Valid California Drivers License and proof of current California auto liability insurance at time of appointment, and throughout employment in this classification.

Personal vehicle for job-related travel

### **VIII. Working Conditions**

#### **ENVIRONMENT**

Kitchen and office environment

Subject to heat from ovens and cold from refrigerators and freezers

Driving a vehicle to conduct work

#### **PHYSICAL DEMANDS:**

Sitting and standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts and supplies.

Dexterity of hands and fingers to operate nutrition service equipment

Reaching overhead, above the shoulders and horizontally.

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Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information

Seeing to monitor food quality and quantity.

**HAZARDS**

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Date: Revised 10/30 - Board Approved 11/21/2006

Range: 18 9.5 Month

Job Class: 4521

RB/cd/GR/sgl