

Val Verde Unified School District
Job Analysis
CAFETERIA ASSISTANT II

Employee's Name: [Employee Name](#)

Location/Department: [Location/Food Services Department](#)

IDENTIFICATION OF JOB FUNCTION

Under supervision of the Director of Food Services, to assist in the quantity preparation, cooking, rethermalizing and serving of foods: to operate a school cafeteria; maintain food service facilities and equipment in a clean and sanitary condition; and to do related work as may be required.

GENERAL INFORMATION

This class is distinguished from the Class of Cafeteria Assistant I by being placed in charge of an elementary school kitchen or as an assistant to a middle or high school kitchen. The duties listed below are typical of the positions in this Class collectively, but no one position would include all of the duties.

Staffing:

Cafeteria Assistant II personnel are assigned to a school site in our District based on staffing needs determined by the Director of Food Services. The number of employees varies, depending on the site.

Hour Structure:

Employees in this class work 196 days per year. Their hours of employment are 7 hours per day. Schedule and hour structure of the employee may vary and is determined by the Director of Food Services.

EDUCATION AND EXPERIENCE

Education: Individuals possessing the experience, knowledge and abilities listed above are considered to possess the necessary education.

Experience: Two (2) years of paid experience in quantity food preparation, serving and kitchen maintenance; or One (1) year of experience as a Cafeteria assistant I with the Val Verde Unified School District.

Required Licenses and Certificates

Possession of appropriate, valid California driver's license at time of appointment to and during employment in a position in this class. Possession of an appropriate, certificate of completion from a state approved Food Protection Manager Certification Program at time of appointment to and during employment in a position in this class.

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KNOWLEDGE AND ABILITIES

Knowledge of: Fundamentals of nutrition. Standards of Hazard Analysis Critical Control Points (H.A.C.C.P.) and work simplification applicable to the operation of a school cafeteria. Inventory; record keeping, and ordering. Basic arithmetic. Learn and operate department computer terminal and operations to perform routine data entry and report functions. Principles of supervision and training.

Ability to: Plan, schedule and review the activities and work performed by assigned personnel. Learn and apply applicable Federal, State and local laws, regulations and procedures. Implement approved procedures and programs in the operation of a school cafeteria. Make arithmetic computations with speed and accuracy. Prepare complete and accurate reports and recommendations. Operate a computer terminal to perform routine data entry and report preparation functions. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Operate a variety of appliances found in school cafeterias. Prepare food for consumption by students and staff.

DUTIES AND RESPONSIBILITIES

Essential Functions: (E= Essential Functions)

- Mix, chop, slice, wash and assemble food and food ingredients. (E)
- Plan, assign and supervise the work of an elementary school cafeteria. (E)
- Implement schedules and methods for an efficient operation. (E)
- Assist in the implementation of goals, objectives, policies and procedures. (E)
- Supervise and train assigned staff performing a wide variety of food preparation tasks including the operation and use of fryers, ovens, soft drink dispensers, cooking ranges and other kitchen equipment. (E)
- Maintain varied manual and automated records including food prepared and used, sales and cash receipts, employee work hours and products ordered. (E)
- Develop menus for programs such as faculty and staff. (E)
- Monitor and control expenditures. (E)
- Monitor and maintain cafeteria operational budget. (E)
- Recommend improvements in the program offered by the elementary school cafeteria. (E)
- Submit requests for supplies, equipment and materials. (E)
- Order an approved line of foodstuffs from designated vendors according to established procedures. (E)
- Submit requests for equipment and facility repair. (E)
- Participate in daily kitchen duties as necessary. (E)

Non-Essential Functions:

- Supervises students in cafeteria.
- Perform related duties as assigned.

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WORKING CONDITIONS – PHYSICAL DEMANDS
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Working Conditions – Environment:

Employee will work in a kitchen and office environment at a school site; subject to heat from ovens and cold from refrigerators and/or freezers. Hazards may include: exposure to very hot foods, equipment and metal objects, working around knives, slicers, and other sharp objects.

Physical Demands to carry out Essential Functions:

Bending and/or twisting at the waist, kneeling or crouching; lifting, carrying, pushing or pulling moderately heavy food tray, cars and supplies; dexterity of hands and fingers to operate kitchen equipment; reaching overhead, above the shoulders; seeing, hearing and speaking to exchange information; ability to read variety of materials; standing for extended periods of time; perform simple repetitive tasks.

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PHYSICAL DEMANDS FREQUENCY KEY

Denotes the frequency an activity is performed daily.

Never

Infrequently = Less than once per day

Occasionally = Less than 2 ½ to 5 hours per day

Frequently = 2 ½ to 5 hours per day

Continuously = More than 5 hours per day

POSTURES/MOVEMENTS

DURING ESSENTIAL FUNCTIONS:

Sitting	Occasionally	Balancing	Never
Standing	Occasionally – Continuously*	Foot Controls	Never
Walking	Occasionally	Pushing/Pulling	Occasionally- Frequently
Bending	Continuously	Twisting at Waist	Continuously
Stooping	Occasionally	Reaching Above Shoulders	Occasionally- Frequently
Squatting	Infrequently	Reaching At/Below Shoulders	Occasionally- Frequently
Lying Down	Never	Neck Extension (up)	Occasionally
Kneeling	Occasionally	Neck Flexion (down)	Frequently
Crawling	Never	Neck Rotation (turning)	Continuously
Climbing Stairs	Infrequently		

NOTE: * The amount of stationary standing depends on the task at hand. If the employee is slicing and doing manual preparation of foods he/she may stand for extended periods of time

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LIFTING

DURING ESENTIAL FUNCTIONS:

<u>Weight (Pounds)</u>	<u>Below Waist</u>	<u>Waist/Chest</u>	<u>Above Shoulders</u>	<u>Example of Objects Lifted</u>
Up to 10 lbs	Occasionally	Frequently	Occasionally	Trays, food, supplies, equipment and utensils
11 lbs – 25 lbs	Infrequently	Occasionally	Occasionally	Supplies
26 lbs – 55 lbs	Occasionally*	Occasionally*	Infrequently*	Cases of food and supplies
56 lbs – 75 lbs	Never	Never	Never	N/A
76 lbs – 90 lbs	Never	Never	Never	N/A
Over 91 lbs	Never	Never	Never	N/A

NOTE: *Assistance is recommended for lifting over 50 pounds. Management strives to enforce the rules that, heavier objects should not be stored on high surfaces.

CARRYING

DURING ESENTIAL FUNCTIONS:

<u>Weight (Pounds)</u>	<u>Frequency</u>	<u>Distance</u>	<u>Example of Objects Lifted</u>
Up to 10 lbs	Occasionally	50 feet	Trays, food, beverages, equipment, utensils
11 lbs – 25 lbs	Occasionally	50 feet	Trays, food, beverages, equipment, utensils
26 lbs – 50 lbs	Cart would be used to transport items		Cases of food – On Cart
51 lbs – 75 lbs	Never	Never	N/A
76 lbs – 90 lbs	Never	Never	N/A
Over 91 lbs	Never	Never	N/A

NOTE: *Assistance is recommended for lifting over 26 pounds. Cart should be used to transport any items heavier then 25 pounds.

OBJECT MANIPULATION

DURING ESENTIAL FUNCTIONS:

<u>Type</u>	<u>Frequency</u>	<u>Tools & Materials handled during essential Functions</u>
Fine Manipulation	Occasionally	Utensils, paper, writing equipment
Simple Grasp	Occasionally	Utensils or small items
Gross Grasp	Frequently	Boxes, cases, supplies, food, and trays
Power Grasp	Frequently	Cases of food, platters, cart ice chest, trays, and ice buckets

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MENTAL AND PSYCHOLOGICAL DEMANDS

BASIC WORK ABILITIES:

Follows verbal and written instructions.	Occasionally
Maintain and established work pace.	Continuously
Adhere to established work and safety procedures.	Continuously
Respond appropriately to direction, evaluations, or criticism.	Continuously
Responds appropriately to changes in the work setting.	Continuously

ATTENTION TO TASK/DETAILS:

Performs simple/repetitive tasks.	Continuously
Performs complex/varied tasks.	Occasionally
Organize tasks and set priorities.	Continuously
Manage multiple tasks simultaneously.	Occasionally

INTERACTION WITH OTHERS:

Work cooperatively with coworkers.	Continuously
Interact with customers or the public.	Occasionally
Give training/instruction.	Occasionally
Direct or supervise others.	Continuously

NOTE: Each site has a Lead who supervises staff.

DECISION MAKING:

Use basic problem-solving techniques.	Occasionally
Work autonomously, or with minimal supervision.	Continuously
Make independent decisions based on data/circumstances.	Occasionally
Follows District policies and procedures.	Continuously