



CAFETERIA ASSISTANT

GENERAL RESPONSIBILITIES

Prepare and serve breakfast, lunch and other food to children and adults in a courteous customer service-oriented manner. Organize and set up equipment and workstations. Perform duties following health, food service, government, and other regulations. Demonstrate proper equipment operation skills.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Practice personal hygiene and proper sanitation procedures.
- Turn on, test, and monitor equipment at the beginning of the day.
- Food preparation according to written and oral instructions.
- Serve breakfast, lunch and a la carte items.
- Handle cashiering responsibilities including food and ticket sales and serving of ala carte items. Replenish food and maintain clean serving areas.
- Monitor food and equipment temperatures at all times.
- Exhibit courtesy and understanding to staff and customers.
- Perform dishwashing duties of cooking, serving, and eating utensils tools.
- Set up and break down of serving areas.
- Receive, stock, and rotate incoming and outgoing inventory.
- Participate in formal and informal training.
- Demonstrate knowledge of sanitation practices.
- Exhibit the professional behavior of a reliable employee.
- Perform preparation duties for the next day.
- Maintain a neat, clean, and safe work environment.
- Participate in marketing promotions and special events for students, adults, and community.
- Sign in and work according to a time schedule.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of materials and methods used in preparing and serving meats, breads, vegetables and other foods on a large scale; general knowledge of the use or care of food preparation equipment; skill in the use of standardized and specialized kitchen utensils and equipment; ability to establish and maintain effective working relationships with associates, students and school staff; able to maintain emotional control; ability to work with others in a close fast paced environment and the ability to address customers in a pleasant, courteous manner, basic ability to read and speak/understand English.

EDUCATION AND EXPERIENCE

Required:

A level of education necessary for reading and following written food menus and work schedules.

A valid food handler's card issued by the school division.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional sitting, stooping, and crouching. Work involves moderate exposure to unusual elements such as extreme heat, fumes, smoke, unpleasant odors, hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 4/16, 7/20
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