



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Cafeteria Helper II

Revised 7/11

DEFINITION

Under the general supervision of the Campus Food Service Manager, prepares a wide variety of foods, does general kitchen and cafeteria work, and performs other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Assist in the preparation of a variety of foods including soups, entrees, meats, vegetables, salads and desserts. E
- Assist in set up, serving, and clean-up of food on counters, steam tables, and on other equipment. E
- Scrub tables, counters, steam tables, and wash dishes. E
- Dispose of waste. E
- Cut meat and other foods. E
- Prepare beverages. E
- Sort and put away utensils and dishes. E
- Act as a cashier during meals. E
- Operate a variety of kitchen equipment, appliances and utensils in a safe manner. E
- Assist with inventory and verify expiration date on foods. E
- Help in preparing special set-ups. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Food Safety certification desired

Experience

Experience in restaurant and/or food service and cashiering desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Basic methods of quality food service preparation.
- Food preparation such as sandwiches, salads, and other food for cooking and consumption.
- Sanitation and safety practices related to cooking and serving food.
- Methods of cleaning and caring for kitchen equipment.
- Proper handling and cashiering of money.
- Proper handling of food products.
- Basic math skills.
- Basic record keeping techniques.
- Health regulations and safe working methods and procedures.
- Interpersonal skills using patience, tact, and courtesy.
- Oral and written communication skills.
- Proper lifting techniques.

- District policies, rules and regulations.

Ability to

1. Cashier with speed and accuracy.
2. Understand and carry out oral and written instructions.
3. Work around teenagers.
4. Handle situations with tact, patience, and courtesy.
5. Perform duties in support of food service activities.
6. Push a food cart to and from a designated serving area.
7. Serve students and staff according to established procedures.
8. Maintain food service equipment in clean and sanitary condition.
9. Operate basic kitchen equipment, appliances, and utensils in a safe and efficient manner.
10. Establish and maintain cooperative and effective working relationships with others.
11. Add, subtract, multiply, and divide quickly and accurately.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Outside and inside food services facilities subject to changing temperatures exceeding 90 degrees at times.
- May be exposed to loud noises.
- Work in direct contact with the supervisor, co-workers, students, and other staff.
- May have changing priorities and interruptions.
- May work with moving equipment such as carts.

Physical Demands

- Verbal, auditory, and written capabilities to effectively communicate with students, food service co-workers, supervisor, and other staff.
- Standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate equipment.
- Pulling and pushing food carts on a daily basis.
- Lifting of objects weighing up to 35 pounds.
- Clarity of vision at varying distances.