

**DIOCESE OF SACRAMENTO
JOB DESCRIPTION**

SCHOOL:	
POSITION:	Food Service Assistant
CLASSIFICATION:	Non-Exempt
SCHEDULE:	

REPORTS TO: **Principal**

Definition:

Under general supervision, to prepare, cook and serve a variety of foods in large quantity; and to assist in the maintenance of a school cafeteria.

Position Characteristics:

Positions in this class have responsibility for planning and preparing a major segment of the menus, such as cooking the daily main dish or preparing cooked desserts or baked goods; may also transport food from the school kitchen to satellite cafeteria.

Examples of Duties:

Prepare desserts, breads, pastries, salads and other foods; assist or substitute for the cafeteria manager in preparing meat dishes and other hot dishes; refer to recipes and estimate quantities of ingredients to be used; set up and serve food at main serving-lines and snack bars; assist in setting up main steam table; assist in cleaning and storing cafeteria utensils, equipment, and food supplies; may assist the cafeteria manager with receiving, and taking inventory of, supplies and with related record-keeping activities; may collect money at food-servicing lines; may assume responsibility for operations of the cafeteria in the absence of the cafeteria manager; and perform related duties as required.

Minimum Qualifications:

Knowledge of: Proper methods of preparing and cooking foods in large quantity; kitchen methods, appliances, and utensils used in school cafeterias.

Ability to: Cook and bake skillfully; operate appliances found in school cafeterias; follow oral directions.

Experience: One year of experience in preparing large quantities of foods.

Education: Equivalent to completion of the eighth grade.

