



FOOD AND NUTRITION SERVICES CAFETERIA ASSISTANT I – II

SUMMARY/SCOPE/GOAL

Responsible for performing a variety of routine kitchen tasks including but not limited to food preparation, cooking, baking, production, cleaning, serving, and cashiering while providing customer service to students and staff.

QUALIFICATIONS

CAFETERIA ASSISTANT I:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

PREFERRED/DESIRED:

- High School Diploma or Equivalent.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Successful completion of the following course within one year of appointment to position: Introduction to Brevard School Food Services.

CAFETERIA ASSISTANT II:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Zero to one (1) year(s) of verifiable and closely related experience required.

PREFERRED/DESIRED:

- High School Diploma or Equivalent.
- One (1) year commercial food preparation service in a cafeteria style setting such as a school, hospital, or other dining room setting.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Successful completion of the following courses within one year of appointment to position: Introduction to Brevard School Food Services, Equipment Use and Care, and Quantity Foods.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Assist with large-scale food production, cooking, baking, and meal service by following proper meal standards as required by local, state, and federal regulations, food safety guidelines, and Hazard Analysis Critical Control Point (HACCP) principals and procedures.
2. Follow written standardized recipes and instructions to ensure proper quality and quantity controls.
3. Document food production, usage, and leftover portions for production records.

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4. Set-up, prepare, stock, and breakdown various areas within the cafeteria prior to, during, and after meal service.
5. Use Point of Sale computer to properly identify a reimbursable meal, ensure proper student identification, and accurately record each customer's financial transaction.
6. Operate, clean, and maintain food preparation areas, storage areas, kitchen equipment, and tools including washing dishes and utensils, assisting with recycling and emptying refuse as needed in the kitchen, and cleaning and maintaining kitchen floors.
7. Check-in and put away stock items in storeroom, coolers, freezers, maintain proper inventory, and sanitation records.
8. Use effective, positive interpersonal communication skills in cooperation with the rest of the kitchen staff.
9. Perform other kitchen duties as assigned by manager and/or lead.

Additional Functions: Assistant II

10. Prepare all types of baked or cooked food items according to the standardized recipes at the prescribed time, temperatures, quantities, and quality.
11. Inventory supplies for baking and cooking; check and order food and supplies through cafeteria manager.
12. Organize and plan material for the daily menu.
13. Prepare reports regarding products baked or cooked; keep records of recipes used in baking and cooking, account for leftovers, and supply such information to the manager.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to work harmoniously with students and other adults, as well as provide friendly service. Ability to work efficiently, effectively at a fast pace. Ability to learn to operate food service equipment including a computerized cash register. Ability to follow written and oral instructions in relation to performance of routine duties involving cleaning and serving food. Knowledge of basic math skills needed for preparation of recipes, i.e., measurement, ratio and proportion, multiplication, division, addition, subtraction and counting necessary for inventory. Ability to follow proper cash handling procedures.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use or maintain commercial kitchen equipment or light machinery such as mixers, blenders, choppers, slicers, food warmers, steam tables, ovens, stove tops, gas burners, commercial freezers, etc. Point of Sale (POS) systems, Inventory Management, Menu systems, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level. Exposure to elevated temperatures and mechanical hazards. Tasting and smelling frequently.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Food and Nutrition Services
TITLE CODE:	O5602	CONTENT BY:	Kevin Thornton – Director, Food and Nutrition
GRADE:	17, 19	COMPENSATION:	Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	04/09/2019	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 9 Mos. Varies per assignment		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/25/99	INITIAL RELEASE	Food & Nutrition
2.0	04/06/19	REVISED: Clarification of scope, experience & qualifications. Add Food Handler Cert. and equip. Reduce physical requirements from Medium to Light based on reduction in supply order size.	Food & Nutrition
2.1	7/15/19	Revised: Corrected Qualifications; diploma inadvertently marked as “required” during last revision. This qualification was not required in previous versions.	Food & Nutrition
3.0	12/1/2020	New Format	Human Resources
3.1	11/16/2021	Update physical requirements to ADA format, add schedule.	Ellie Kelly – Human Resources

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3.2	6/20/2022	Title change, qualifications, essentials functions to provide broader alignment with the current kitchen operations.	Kevin Thornton – Director, Food and Nutrition

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.