

CAFETERIA RECORDS ASSISTANT

Purpose Statement

The job of Cafeteria Records Assistant was established for the purpose/s of supervising food services activities and personnel at school locations; confirming quantities and quality of food items; providing various written reports; and ensuring compliance with mandated health and safety requirements.

This job reports to Manager - Nutritional Services/Purchasing

Essential Functions

- Attends meetings for the purpose of receiving and/or conveying information.
- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items as needed.
- Maintains a variety of manual and electronic documents, files, and records for the purpose of documenting activities, providing reliable information, and complying with District, state and federal requirements.
- Orders meals and milk for the purpose of maintaining an adequate inventory to maintain lunch room operations.
- Oversees food service staff as assigned for the purpose of assisting them in performing their functions in a safe and efficient manner within the required shift requirements.
- Oversees the preparation and transportation of food and beverage items to assigned locations within school site for the purpose of meeting mandated nutritional and health requirements.
- Prepares reports and documents (e.g. meal program records, inventory reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. receipts, meal applications, etc.) for the purpose of completing and documenting transactions and/or preparing deposits, and transporting deposits to the bank.
- Responds to inquiries of students, parents and staff for the purpose of providing information and/or direction regarding available food items and/or account balances.

Other Functions

- Monitors students during breakfast and lunch for the purpose of ensuring the safety and welfare of students.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; maintaining confidentiality; communicating with persons of varied backgrounds; providing direction to others; adapting to changing work priorities; working within time constraints; and developing team oriented work groups.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Food Handlers/ServSafe Certificate by NRA within one year of hire
CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 42

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____