**Martinez Unified School District**  
**Classified Job Description**

**Cafeteria Assistant III**  
9.5 Months/Year

**Definition**  
Under general supervision, to assemble, heat and serve assorted foods in a secondary school; and do related work as required including that of the Cafeteria Assistant I and II.

**Distinguishing Characteristics**  
Positions in this class are distinguished from the class of Cafeteria Assistant II by having an assignment in a secondary school which has multiple serving times, locations and types of meal services (i.e. lunch, ala carte, catering, etc.) Determines quantities needed for ordering all food and miscellaneous supplies.

**Example of Duties**  
- Prepares salads, sandwiches, desserts, fruits, entrees and other food which are served in the secondary programs,  
- May transport and receive various food supplies from the central kitchen and outside vendors,  
- Oversees the set up, service, and cleaning of food serving areas,  
- Documents concerns regarding food, supplies and equipment, and  
- Deposits money and completes assigned daily paperwork.

**Qualifications**

**Knowledge of:**  
- Principals and methods of quantity food, ordering, preparation, service, storage and inventory,  
- Care and use of kitchen equipment and utensils,  
- Sanitation laws and safety procedures, and  
- Variety of types of meal and ala carte services.

**Ability to:**  
- Lift moderately heavy containers of food and materials,  
- Plan work to produce foods on schedule,  
- Do production and sales records,  
- Understand, carry out and give oral and written directions,  
- Maintain cooperative relations with those contacted in the course of work, and  
- Drive a motor vehicle and possess a California operator's license issued by the State Department of Motor Vehicles.

**Experience**  
- Two (2) years paid experience in the preparation of food stuffs in a cafeteria or restaurant.  
- One (1) of two years in a District secondary school operation is preferred.

**Education**  
Equivalent to completion of eighth grade.

---

Personnel: WP:jobdesc/class.jd/cafeasst.iii  
Board Approved 6/28/94