Martinez Unified School District
Classified Job Description

Cafeteria Assistant I
9.5 Months/Year

**Definition**
Under supervision, to assist in the preparation and serving of food in a school cafeteria, to perform cleaning tasks in a school cafeteria, to transport and serve foods in receiving cafeterias, and to do related work as required.

**Duties and Responsibilities**
- Assists in preparing salads, sandwiches, desserts, and main dishes;
- Opens cans of fruits and vegetables;
- Cuts and butters bread;
- Cuts, slices and shreds cheeses and meats;
- Prepares sandwich spreads and sandwiches;
- Sets out food to be served at brunch or lunch;
- Fills napkin containers, straw holders and silverware trays;
- Prepares food to be transported to receiving school;
- Assists in loading and unloading transport vehicle;
- Drives vehicle over assigned route to deliver food;
- Verifies milk deliveries and signs invoices;
- Serves food;
- Washes tables and serving area;
- May supervise student helper;
- Washes pots and pans; and
- Prepares dishwasher for use.

**Desirable Qualifications**

*Knowledge of:*
- Principals and methods of quantity food, ordering, preparation, service, and storage;
- Care and use of standard cafeteria appliances; and
- Sanitation and safety procedures related to school cafeterias, particularly food preparation, serving and storage

*Ability to:*
- Perform assigned food preparation tasks;
- Carry out transporting and serving responsibilities independently;
- Keep simple records;
- Understand and carry out written and oral directions;
- Establish and maintain cooperative working relations with those contacted in the course of work; and
- Drive a motor vehicle and possess a valid California operator's license issued by the State Department of Motor Vehicles.

**Experience**
Some experience in the preparation and serving of food stuffs in a cafeteria or restaurant.

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