

LOCAL DISTRICT CLASSIFICATION PLAN**CLASS TITLE: FOOD SERVICE ASSISTANT I (Cafeteria Worker)****BASIC FUNCTION:**

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS:

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Prepare food service facilities for the serving of food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare moneyboxes or cash registers with appropriate amount and denominations of change.
- Sell a variety of foods and beverages and make proper change; operate point of service system to ensure accurate meal counting and claiming of meals.
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.
- Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment as necessary.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Standard kitchen equipment, utensils and measurements.
- Basic math and cashiering skills.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

ABILITY TO:

- Serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Learn, apply and explain policies, procedures, rules and regulations.
- Meet schedules and time lines.

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

Signature

Date

