|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | CAFE LEAD ASSIST |
| **REPORTS TO** | CAFE MANAGER |
| **SALARY SCHEDULE/GRADE** | NUTRITION SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 180 DAYS, 7 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7232 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| 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. |
| Two years of school nutrition experience preferred. |
| Must complete a training course for certification of beginning food personnel as prescribed in 702 KAR 6:045. |

|  |
| --- |
| **POSITION SUMMARY** |
| Under the guidance and direction of the Cafe Manager, plan, organize, and lead the nutrition service operation at an assigned school site; train, assign and provide work direction to assigned personnel; Prepare, cook, bake and serve a variety of foods in large quantities at an assigned school site; assist in other preparation duties as directed; maintain facilities in a clean and sanitary condition. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Assist the Cafe Manager in leading the nutrition service operations at an assigned school site; assure the serving and storage of food is in accordance with established guidelines and procedures; Serve as Cafe Manager when Cafe Manager is not available. |
| Assist the Cafe Manager with work schedules and duties for assigned personnel; Train new employees and Student Cafe Caretakers as assigned in safety, sanitation, compliance and equipment operation. |
| Assist the Cafe Manager in the preparation of a variety of reports and records including inventory, requisitions, daily reports and production sheets. |
| Attend meetings related to nutrition service operations and activities as assigned. |
| Prepare rolls, biscuits, breads, cakes, cookies, and other baked goods in large quantities. |
| Prepare meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces, and other foods. |
| Assist in determining appropriate quantity of food items for preparations; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements. |
| Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing. |
| Serve food according to established guidelines and replenish serving containers as needed. |
| Clean cafeteria equipment, utensils, and appliances in compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required; |
| Utilize proper methods of handling foods while assisting in storing unused food and supplies; dispose of unusable leftovers. |
| Operate a variety of standard kitchen utensils and equipment, including slicer, chopper, mixer, steamer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required. |
| Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods leftover. |
| Prepare and bake foods for special events as needed; assist in banquets or special events as required. |
| Collect money and make correct change. |
| Contribute to a District culture of cafeteria caretaking. |
| Performs related duties as assigned by Cafe Manager, Director of Nutrition Services and/or Superintendent. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Principles and methods of quantity food service preparation, serving, and storage. |
| Sanitation and safety practices related to handling, cooking, baking, and serving food. |
| Health and safety regulations. |
| Basic computer, math, and cashiering skills. |
| Ability to operate and maintain standard machines and equipment found in school cafeterias and kitchens. |
| Ability to follow, adjust, and extend recipes. |
| Ability to communicate effectively both orally and in writing. |
| Ability to establish and maintain cooperative and effective working relationships with others. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Work is performed while sitting, standing and/or walking. |
| Requires the ability to communicate effectively using speech, vision and hearing. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires bending, squatting, crawling, climbing, and reaching. |
| Requires the ability to lift, carry, push or pull items weighing up to 50 pounds. |