



CAFETERIA ASSISTANT

2022

To apply please complete a "General Employee Application" found on our websites [EMPLOYMENT PAGE](#)

OVERVIEW

Job Title: Cafeteria Assistant

Reports To: Cafeteria Supervisor

Position Status: Non-Instructional, Administrative Support Staff; Hours typically run during the school day, 8am-3pm.

Pay Structure: Based on Experience

Start Date: ASAP

JOB DESCRIPTION

Summary

The Cafeteria Assistant performs routine service level duties to assist with food preparation, serving, student supervision, and clean-up at the Western Christian kitchen.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Arranges individually packaged and/or portioned food items along a service line so that students can make easy selection. Serves food items according to specified quantities.
- Assists students with salad bar items and supervise students in the cafeteria
- Prepares certain food items such as slicing meats, breads, sandwiches, and salad bar foods. Cuts fruits and vegetables and prepares serving trays. Operates miscellaneous kitchen equipment such as a slicing machine, mixer and warming oven.
- Restocks food service supplies and food product to meet demand.
- May assist in receiving, storing, and inventorying supplies and food product items.
- Records food temperatures at regular intervals during storage, heating, and service of food items.
- Washes, sanitizes, and cleans kitchen area surfaces, utensils, trays, serving areas and kitchen equipment (including lidding and sealing machines). Sweep and mop floors.

- Operates a food production station, assembling, sealing, and stacking standardized portions of food items onto transferable food carriers.
- Maintains pace with acceptable units of production.
- Prepares, counts and stacks lunch orders.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Education and Experience

Requires a high school diploma or equivalent. Some experience in a cafeteria or similar food service environment is desirable.

Required Personal Qualities

- be a committed Christ-follower,
- attend a Christian church regularly,
- have the spiritual maturity and leadership abilities to align with Western Christian School mission,
- meet everyday stress with emotional stability, objectivity, and optimism,
- refuse to use or circulate confidential information inappropriately,
- make an effort to appreciate and understand the uniqueness of the community of Western Christian School.

SUPPLEMENTAL INFORMATION

Knowledge and Skills

The position requires: Basic knowledge of institutional quantity, food preparation and service, utensils, equipment, and weights and measures. Knowledge of safe work methods and kitchen sanitation. Knowledge of modern machines and equipment used in institutional cooking and service lines. Sufficient mathematical skills to compute weights, measures, counts, and portions. Sufficient human relations skills to exhibit positive customer service and work as a productive member of a team.

Abilities

Requires the ability to: Perform the routine duties of the position under direct supervision. Follow safety and sanitation guidelines; physical ability to stand for extended periods of time; ability to lift, push and pull objects of medium weight. Learn and operate commercial kitchen utensils, equipment and production machines such as, but not limited to, food sealers and slicers. Follow oral and written instructions. Learn, understand and apply safety and sanitation regulations.