

**Cafeteria Assistant**  
Wayne County Public Schools  
Job Description

**Class:** Classified  
**Dept:** Child Nutrition

**TITLE:** Cafeteria Assistant

**QUALIFICATIONS:** 1. High School degree or equivalent.

**REPORTS TO:** Cafeteria Manager

**JOB GOAL:** To assist in the preparation, sale, and service of food for the food service program.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures, along with state and federal regulations relevant to the child nutrition department.
2. Assist in preparation of food.
3. Clean and wash dishes/equipment.
4. Collect money and ID cards during meals, make reports of lunches and collections, and tabulate paid, free, and reduced-price meal counts.
5. Participate in training programs.
6. Keep the area neat and clean.
7. Perform related duties and responsibilities as requested by the Director or supervisor.

**Terms of Employment:** Ten-month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** NC State Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of basic principles of food cookery.
- Demonstrate functional knowledge of food service equipment.
- Ability to be mentally alert and apply knowledge applicable to the job.
- Ability to follow written recipes and instructions.
- Ability to operate dishwasher, food grinder, mixer, meat slicer, range, ovens, refrigerator, and freezer.
- Ability to operate a computer, calculator, correctly and accurately as well as make change rapidly.
- Ability to lift a minimum of 15 -20 pounds.