

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Cafeteria Helper	Department: Child Nutrition
Immediate Supervisor's Position Title:	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Food Service
General Summary of Purpose Of Job: The Cafeteria Helper works under the direct supervision and receives work direction from the School Cafeteria Manager. This role provides essential support in the daily operations of the school food service program, focusing on the preparation, serving, and cleanup of meals. The Nutrition Services Assistant directly assists the Cafeteria Manager in all aspects of meal production, contributes to maintaining a clean and safe kitchen environment, and helps with basic record-keeping and cash register operations to ensure efficient meal service..	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Supports the Cafeteria Manager and other assigned staff in the preparation and setup for meals, strictly adhering to proper sanitary practices and food safety procedures.
2.	Prepares various food components such as salads, sandwiches, and vegetables according to standardized recipes and instructions provided by the Cafeteria Manager.
3.	Serves food to students and staff at various food service stations, ensuring accurate portion control in accordance with established food service procedures.
4.	Operates the point of sale computer to track meal participation and handle financial transactions. Assists the Cafeteria Manager by accurately recording and updating departmental activities and records using the food service computer.
5.	Provides assistance to the Cafeteria Manager in conducting physical inventory counts, receiving deliveries, and in organizing and tracking food supplies.
6.	Performs essential cleaning and sanitation responsibilities, including dishwashing, cleaning food preparation equipment, counters, serving areas, and ensuring the proper storage of food supplies.
7.	Follows all federal, state, and local regulations regarding safety, sanitation, and food handling protocols within the kitchen and serving areas, as directed by the Cafeteria Manager.
8.	Safely operates various food service equipment used in daily operations, such as ovens, grills, dishwashers, and food processors, under the guidance of the Cafeteria Manager.
9.	Adheres to daily work schedules and specific duties outlined by the Cafeteria Manager to ensure all menu components are ready for meal service on time.
10.	Collaborates effectively with the Cafeteria Manager and other team members, contributes to a harmonious work environment, and communicates clearly.
11.	Perform other duties as required by the Cafeteria Manager, contributing to the overall efficiency and success of the food service program.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum of six (6) months of work-related experience in a food preparation facility or kitchen; or an equivalent combination of education, training, and/or experience necessary to successfully perform the essential functions of the work.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge • Basic food preparation procedures and methods used in institutional food preparation. • Basic food safety and sanitary procedures involved in the preparation and storage of food items and materials. • Basic math and record-keeping principles. • Basic computer operations. Skills • Operate standard food service equipment (e.g., ovens, dishwashers, slicers). • Perform cashier duties and operating a cash register accurately. • Use computer-based food service software for tracking meals and records. • Communicate effectively and professionally with supervisors, coworkers, and students. • Following verbal and written instructions. • Adhere to schedules, timelines, and safety procedures.. Abilities • Work effectively and efficiently in a fast-paced kitchen environment. • Learn and adapt to new procedures and equipment. • Work cooperatively as part of a team. • Follow established routines and procedures accurately. • Organize and prioritize work based on production needs.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously

Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell				√
Lift & Carry:				√
Up to 10 lbs.				
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements				√
Close Vision (20 in. of less)				√
Distance Vision (20 ft. of more)				√
Color Vision				
Depth Perception	√			
Peripheral Vision	√			

General Environmental Conditions:

Work is constantly performed in wet or humid (non-weather) conditions such as dish room areas; near moving mechanical parts, such as slicers and choppers; and, in the extreme heat of an operational kitchen. Frequently, work is performed where there is a risk of electrical shock in wet areas where there is also (grounded) electrical equipment. Occasionally, work is performed in extreme cold, such as in freezers; and, where fumes or airborne particles, such as oven sprays, are present. The typical noise level is considered to be loud.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 7/2025

Board Approval: RL 10/2025

Reviewed/updated:

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