



## CNS ASSISTANT

Rev. July 2025

**Job No.:** 7102

**Reports to:** Director, CNS

**Dept./Campus:** CNS

**FLSA Status:** Non-exempt

**Pay Grade:** 701

**Term:** 179 Days

### PRIMARY PURPOSE

To assist with the food preparation and serving operation in a school cafeteria.

### MAJOR RESPONSIBILITIES AND DUTIES

- Reviews daily menu; calculates quantities of food to prepare; assembles ingredients; cooks, bakes, or prepares food following sanitary preparation guidelines; monitors and records temperatures during preparation; and checks food items for taste and appearance.
- Receives stock; assists in maintaining an accurate inventory; puts up food and supplies on shelves and dates them; rotates stock as necessary; and identifies food and supplies to be ordered.
- Sets up serving line and serves meals to students and staff in compliance with state regulations.
- Operate the cash register during breakfast and lunch while following all district cash handling guidelines.
- Assist with kitchen duties between cashiering responsibilities when time permits.
- Removes soiled dishes; cleans up the serving line; mops, sweeps, and operates the dishwasher; assists with all other work necessary to restore the kitchen, eating, and storage areas to sanitary standards.
- Ability to establish and maintain effective, friendly working relationships with students, staff and the community.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISOR RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Food Handlers card from Williamson County or Travis County Health Department (obtainable after hire).
- Experience in food production and cash register operations preferred.

#### Knowledge/Skills/Abilities:

- Knowledge of food preparation and serving practices; kitchen safety and sanitation standards; and simple arithmetic.
- Skill in food preparation; planning; organization; communication; and operating kitchen equipment and utensils.
- Ability to add and subtract two-digit numbers, calculate, multiply and divide with 10's and 100's using US Dollars; to read menus and follow directions, both oral and written; to problem solve basic kitchen and team related challenges.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Ability to multi-task.
- Work in a kitchen environment where temperatures are sometimes high.
- May be exposed to cold and freezing temperatures.
- Must be able to work around equipment producing steam and hot temperatures.
- May be exposed to strong smells from food products.
- May be exposed to intermittent sounds of a loud nature.
- Move about on wet or slippery floors.
- Needs to be able to move kitchen and food supplies up to 50 pounds regularly.
- Needs to be able to move around kitchen and cafeteria to prepare food and assist in cafeteria management.
- Must be able to stand in stationary position for sustained periods of time.
- Maintain composure and professionalism at all times.