

# TUCSON UNIFIED SCHOOL DISTRICT

**CODE: 42104**  
**UNIT: WCL / Food Service**  
**GRADE: 2**  
**FLSA: Non-Exempt**

**CLASSIFICATION**  
**FOOD SERVICE CAFETERIA WORKER II**

**SUMMARY**

Prepares and serves meals and snack bar items from a steam table, grill, snack bar window, or mobile station. Collects and records payment for items received. Completes required logs and records. Position hours are adjusted throughout the year based on customer participation volume.

**MINIMUM REQUIREMENTS**

Six (6) months food service and cashiering experience, or related experience

Demonstrated math and reading skills at the fifth grade level

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of training, education, or experience that meets the minimum requirements will be accepted.

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense)

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

**ESSENTIAL FUNCTIONS**

**THE LIST OF THE ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Prepares food according to written standardized recipes, pre-established menus, and other preparation directions. Ensures quality standards are met.

Sets-up serving areas for meal service. Keeps food at the proper temperatures.

Serves menu items from different point of service areas including outside grills. Uses appropriate utensils. Serves established portions of food to customer. Monitors and verifies complete reimbursable meal is served.

Cleans and sanitizes kitchen, snack bar station, equipment, refrigerators, and utensils. Cleans hood and filter vents. Sweeps and mops kitchen, storeroom, and snack bar floors.

Assists in the training of new food service employees.

Performs cashier duties such as receives cash and makes change; balances cash drawer, counts checks, coins, and currency. Completes deposit slips and other appropriate paperwork.

Maintains records for daily food production, inventories, and participation.

Prepares the daily sales and inventory report. Reports beginning and ending balances of each food item prepared and each item sold.

Uses first-in first-out rotation inventory method when storing food items and supplies.

Assists with warehouse orders, daily food orders, and monthly menu orders.

**MARGINAL TASKS**

Assists the food service site supervisor with nutrition education activities and decorations.

May contact vendor to order milk, chips, candy, ice cream, juice, soda or coffee.

Assists with special events.

**MENTAL TASKS**

Oral and written communication skills. Performs functions from written and oral instructions and from observing others. Evaluates written material. Performs basic reading and basic math skills. Comprehends. Calculates change.

**PHYSICAL TASKS**

Work involves performing duties where physical exertion is required only to supplement normal work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying objects weighing up to 35 pounds as a regular part of the job. Moderate walking, stooping, bending, reaching and sitting for extended periods of time may be required as a normal part of the job. Visual weakness must not prohibit the performance of assigned duties. Frequent periods of time walking and standing. Holding and grasping objects. Manual dexterity and hand - eye coordination required. Writes. Sort, separate, and file documents and forms. Uses cash register and computer. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses office equipment, telephone, computer, printers, copiers and cash registers. Uses kitchen equipment, ovens, steam tables, dish machines, holding units, fryers and grills, and cleaning equipment.

**WORKING CONDITIONS**

Hot kitchen environment. Exposure to noise. Contact with employees, students, and public. Outdoor service areas.

**CONTROL, SUPERVISION**

None

M: JOB42104  
Review 7/2000  
Revised 12/03, 6/04, 11/13, 12/18