



## **EL TEJON UNIFIED SCHOOL DISTRICT**

Sara Haflich  
Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Cafeteria Worker II  
3 ½ hrs. per day

**LOCATION:** El Tejon School

**SALARY RANGE:** #4 \$12.00 to \$14.23 per hour

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested personnel should an application and resume to Sara Haflich by Wednesday, September 11, 2019.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION:** Your appointment is not assured until you have passed this physical.

## El Tejon Unified School District

### CAFETERIA WORKER II Job Description

#### **JOB SUMMARY**

Under supervision, prepares food and assists in the maintenance of a school cafeteria. Performs other work as assigned and does related bookkeeping and drives the cafeteria truck.

#### **REQUIRED QUALIFICATIONS**

##### Knowledge of:

Methods of preparing food, including salads, sandwiches and simple desserts; basic kitchen utensils and equipment.

##### Ability to:

Follow oral and written directions; operate equipment found in school cafeterias;

Pass simple calculation test;

Pass Serv-Safe Food Certification Course.

##### Experience/Education:

One year of paid experience in food preparation and kitchen maintenance is desirable. Education equivalent to high school diploma.

License: Possession of a valid California Drivers License

#### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Prepares desserts, pastries, salads, sandwiches, and other food;
2. Assists in baking and preparing of meat dishes and other main dishes;
3. Helps revise recipes as needed;
4. Serves food;
5. Assists in setting up steam table for food service;
6. Assists in cleaning and storing cafeteria equipment and food supplies;
7. Prepares and assists in the serving of sandwiches, drinks and other foods from the serving line;
8. Works with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment;
9. Supervise and aide student workers;
10. Must be required to have a valid California drivers license;
11. Must have the ability to learn simple computer program;
12. Count and balance daily cash report and deposit;
13. Maintain the confidentiality of school-related matters;
14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 1 a. Ability to work at desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 3 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, push and pull.

**CAFETERIA WORKER II JOB DESCRIPTION**  
**PAGE 2 OF 2**

- 4 g. Ability to stir.
- 2 h. Ability to lift 50 lbs.
- 2 i. Ability to carry 40 lbs.
- 4 j. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

4