

**Gridley Unified School District  
Job Description**

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**JOB TITLE:** Cafeteria Helper  
**SALARY LEVEL:** 3  
**DEPARTMENT:** Food Services  
**REPORTS TO:** Director of Child Nutrition

**DIVISION:** Classified  
**LOCATION:** School Site/Snack Bar  
**BOARD APPROVAL:** 07/19/2023

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**SUMMARY:** The Cafeteria Helper assists in preparing and serving all foods required for the breakfast and lunch programs or snack bar.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Balances cash box and wraps coin.

Operates Point of Sale computer system for breakfast and lunch at snack bar.

Assists in the operation of school food service program by preparing, cooking or baking, setting up and serving meals.

Reads and converts recipes.

Operates all kitchen equipment in a safe manner.

Monitors, maintains and records proper serving temperatures.

Maintains inventory and shelves individual commercial cans of food and other food items.

Cleans work areas and cafeteria tables as needed.

Uses cleaning chemicals and supplies in accordance with specified safety protocols.

Washes dishes, pots, pans, trays and utensils as needed.

Maintains a high standard of sanitation and safety in food preparation and work area.

Assists in completing daily production papers and other reports, as required.

May travel to another site to assist with the breakfast/lunch program.

Loads, unloads and/or drives school van when required.

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Maintains sanitary personal habits and a clean, neat appearance.

Performs other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High School Diploma or General Education Degree (GED); related experience and/or training in food preparation and kitchen maintenance preferred; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES AND ABILITIES:** California Driver's License required by the first day of service. Certification in Safety and Sanitation is required (e.g. HACCP). District First Aid and CPR training may be required and will be provided.

**OTHER SKILLS AND ABILITIES:** Ability to use food service computer software. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.