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# Example of Cafeteria Assistant Job Description

Our innovative and growing company is looking to fill the role of cafeteria assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cafeteria assistant

* Sets up yogurt machine with product
* Prepares and ensures coffee is available at all times
* Balances daily deposits to end of shift report
* Maintains a cash bank
* Reports any discrepancies with daily deposits to supervisor
* Fills water bottle bin with bottled water and ice as needed
* Stocks and replenishes condiments and paper products in dining and serving area
* Fills chip rack and rotates stock
* Greets customers in a courteous and prompt manner
* Maintains pleasant attitude and harmonious guest relations at all times

## Qualifications for cafeteria assistant

* Take cash
* Cleans serving counters
* Cleans yogurt machine
* Cleans coffee station
* Cleans condiment station and restocks
* Cleans Dr.’s Dining Room