



Example of Cafeteria Assistant Job Description

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Our company is hiring for a cafeteria assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for cafeteria assistant

- Special cleaning must be done as assigned in job schedule
- Minimum three (3) months food service experience or minimum six (6) month related food service experience
- Plan, coordinate, assign, oversee and participate as required in the preparation and serving of food
- Maintain consistency in food preparation and service to students and school employees
- Prepare foods as needed
- Prepare work details for next day
- Receive, check and sign for food delivered to school
- Coordinate efforts with school staff, faculty and support personnel, which include (delivery, maintenance, security, custodial)
- Maintaining stock of pre-packaged items and beverages in serving area re-ordering as needed
- Maintaining stock of condiments and paper goods in dining room re-ordering as needed

Qualifications for cafeteria assistant

- Cleans dining commons after each meal period, which includes wiping tables, chairs, beverage service areas and condiment storage areas
- Assists with any food preparation as directed by chef/manager
- Determines food purchase charges per customer according to price list established and items purchased

- One year experience in industrial food service for large groups to include cooking methods, portion control and use of commercial cooking equipment is preferred with three to six months on-the-job training
- Must be able to perform simple mathematical calculations and follow verbal and/or written instructions for equipment, recipe production, or formulations