

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION

JCN: 141
RANGE: 132
NON-EXEMPT

CAFÉ ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide support in running an efficient and effective café; assist with meeting high standards related to sales, product quality, visual merchandising, and operations; assist with providing excellent customer service, quality products and fast, friendly service; follow all procedures in the absence of the Café Manager; assist with training of students and additional team members as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in all aspects of the daily operation of the café as assigned.
- Assist in the development, creation, establishment and preparation of a variety of menu items appealing to a wide variety of patrons.
- Assist in the organization of daily tasks for special education students, prepare all aspects of the beverage/meal service.
- Assist in the oversight of all areas required such as dining, kitchen, food preparation, service counter and storage areas used for serving food.
- Monitor temperatures of food to ensure safety and quality standards are met.
- Oversee cash and media management functions; perform all point of sale duties, front and back of café functions including opening and closing procedures, coordinating with County Superintendent) as necessary.
- Prepare, bake and/or heat baked goods, main/side dishes and other foods in a timely manner to meet customer needs.
- Prepare beverages and meals according to stated menu.
- Prepare records of food cooked and food left over; assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling food to be stored.
- Provide catering for meetings and/or county office events as assigned.
- Provide guidance, training and supervision to students with special needs as assigned to provide community-based work experience with the support of assigned personnel.
- Provide support to the Café Manager.
- Replenish beverages, commodities, food, and non-food items, as needed.
- Sanitize and maintain food service equipment and appliances, kitchen, serving and dining areas, and the stock room in a neat, orderly, clean, safe and sanitary condition.
- Serve food according to established guidelines; store food and supplies.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office and restaurant equipment, including but not limited to a computer, cash register and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.

- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform other related essential duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Restaurant sanitation and maintenance.
- Care and use of standard food service equipment.
- Food safety, safe food processing and preserving of raw food products.
- Methods of computing food quantities required by prescribed menus.
- Principles and methods of quantity food preparation, serving and storage.
- Recipe development and culinary skills.
- Safety procedures relating to food preparation and serving.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Create and prepare a variety of menu items.
- Effectively train and provide leadership and support to assigned students.
- Estimate food quantities and order proper amounts for economical food service.
- Keep accurate records and prepare basic reports.
- Multi-task, be well-organized and detail-oriented.
- Operate a wide variety of food service appliances/equipment.
- Organize and assist with overseeing students in obtaining community based work experience in the cafe with the assistance of the teacher and paraeducator.
- Perform a variety of moderately heavy manual tasks.
- Perform responsible food preparation tasks.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Operate a variety of office and restaurant equipment, including but not limited to, a computer and assigned software applications, and a cash register.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Education and/or training in food and nutrition, food service management, dietetics, nutrition education, culinary arts, business or related field preferred.

EXPERIENCE:

- One year of increasingly responsible experience in preparing meals, including main dishes, deli sandwiches, salads, breads and desserts in the public or private sector in an established restaurant/cafeteria.
- Experience working with persons with special needs preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Food Handler Card.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Fast paced, loud environment.
- Hot and cold environments.
- Wet and/or humid conditions.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Café/restaurant environment, office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.

- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to hot foods, equipment and metal objects.
- Exposure to sharp knives and slicers.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 06/14/2016

Revised: 11/14/2017; 09/01/2020