

Napa Valley Unified School District

Position Description

Position: Cafe Associate II	Position Number:
Department/Site: Food Services	FLSA: non exempt
Reports to/Evaluated by: Director or designee	Salary Grade: 20

Summary

Performs food preparation, portioning, packaging, service, and clean up at a school site that may also serve as a limited food production facility for remote or contracted sites. Serves as a cashier using a point of sale computer to record student purchases.

Distinguishing Career Features

The Cafe Associate II is the second level in a service-oriented career ladder. The Cafe Associate II requires the ability to operate all food service equipment, prepare food items, organize a service line, operate a snack bar, operate a point of sale computer, document meals served, and perform basic record keeping. A Café Associate III may serve as an assistant team leader or demonstrate a higher level of specialization such as with catering and special events, float to unassigned locales, monitoring student accounts, supporting a standalone service or program, and expanded record keeping.

Essential Duties and Responsibilities

- Following kitchen recipes, prepares, assembles, counts, cleans, slices, cuts, or otherwise portions food items such as, but not limited to fruits, vegetables, frozen and cooked items, used for packaging and ingredients, salad bars, and serving trays.
- Participates on a scheduled rotation, in cooking, baking, and otherwise preparing of meat and bread products, and operating specialized commercial equipment.
- Serves food items according to specified portions and pre-determined menus and recipes. Inspects and/or tastes prepared foods prior to serving to determine quality, appearance, and taste. Follows proper food handling procedures.
- Sets up and operates commercial food production/service and processing machines. Cleans, sanitizes, and arranges machine components. Adjusts and tests machines to match processing and operating instructions.
- Arranges café service lines and individually packaged food items so that students can make easy selections from qualifying food groups. Assists in arranging equipment and service lines in remote locations.
- Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.
- Serves as a point-of-sale cashier, accepting money on account and entering data into a computer-aided application. May perform end-of-day procedures such as compilation of daily receipts and counts.
- Sets up a fruit and salad bar to supplement meat and other protein items. May operate a

remote snack and/or a la carte service cart with point-of-sale. Arranges and sells food items and accounts for cash, payment on account, and food inventory.

- Documents each step of the food preparation and service process and records food temperatures at required intervals during the food preparation process.
- Assists in monitoring the receipt, storage, rotation, preparation, and storage of perishable food items in full compliance with health regulations.
- Cleans, washes, and sanitizes kitchen equipment, food preparation and servicing area surfaces, and sweeps floors, contributing to maintaining a safe work environment and complying with Health Department standards.
- May deliver meals and supplies to remote and contracted school sites and event venues using an automobile or limited capacity van.
- May assist with counting inventory and may order food items and supplies to fulfill requirements.
- Assists in the training of new Food Services staff and student helpers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires working knowledge of food storage and sanitation procedures. Requires working knowledge of kitchen safety and safe work procedures. Requires basic knowledge of food production and/or service line processes. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

▪ **Abilities**

Requires the ability to perform the essential duties of the position. Requires the ability to sequence food preparation activity in order to serve a variety of food items at the same time. Requires the ability to understand, interpret, and follow oral and written instructions. Requires the ability to interpret menus and ingredient lists. Requires the ability to work varying shifts and locations.

▪ **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand-eye coordination to maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

▪ **Education and Experience**

The position typically requires a high school diploma or equivalent and up to two years of experience in large quantity food preparation, food packaging, and serving.

- **Licenses and Certificates**

Requires a food handler's certificate. May require a valid driver's license.

- **Working Conditions**

Work is performed indoors or outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and volatile/toxic materials in conditions that vary in temperature and stability.