

SUNNYVALE SCHOOL DISTRICT

April 2020

CLASS TITLE: CAFETERIA CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, to ensure the smooth and efficient passage of students through the cafeteria breakfast and lunch line, to maintain accurate records of breakfast and lunch sales and to assist the Cook/Manager and the Food Services Assistant II in the kitchen with the preparation of cold and hot foods.

DISTINGUISHING CHARACTERISTICS:

The Cafeteria Clerk should be proficient in math, be capable of record keeping, have knowledge of basic computer usage, and have the ability to relate in a positive manner with staff, students and parents.

ESSENTIAL DUTIES:

Collect meal cards and money on breakfast and or lunch line.
Accepts and records prepay monies.
Prepares and serves breakfast when applicable, assist cook in preparation of cold and hot food items.
Helps clean kitchen when necessary
Reviews free and reduced price lunch application for complete information before forward to the Child Nutrition Department.
Enters data regarding student lists when necessary.
Maintain and update computer program with current student information.
Perform related duties as assigned.
May assist in the preparation of the dinner program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of basic computer usage and software applications
Basic math and cashiering skills

ABILITY TO:

Ability to maintain records
Ability to relate in a positive manner with staff, students and parents.
Ability to maintain records

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and cash register duties, basic math skills and basic computer usage.

LICENSES AND OTHER REQUIREMENTS:

Valid Safety and Sanitation Certificate

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Subject to heat from ovens.

Subject to cold from walk-in freezer and refrigerator

PHYSICAL DEMANDS:

Standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies, up to 25 pounds.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Cold from walk-in freezer and refrigerator.

Exposure to very hot foods, equipment and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement Between the Sunnyvale School District and the California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement Between Sunnyvale School District and the California School Employee Association.