

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Campus Catering Assistant, Senior	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Campus Catering	<b>Salary Grade:</b>	03
<b>Reports to/Evaluated by:</b>	Campus Catering Supervisor	<b>Salary Schedule:</b>	Operations

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**SUMMARY**

Performs routine service-level duties to assist with food preparation, serving and clean-up.

**NATURE AND SCOPE**

The specific work assignments may vary among location, however the position carries out routine food preparation duties such as baking, salad and fruit preparation, panning main dish, clean up and exercising judgments involving basic arithmetic. Work is performed under direct supervision from Campus Catering Supervisor or the designated representative. This position requires the ability to work independently, determine product variety and quality, and perform basic record keeping, kitchen sanitation and safety. Work is performed in a commercial kitchen environment with safety considerations such as exposure to heat, extended standing, lifting and stooping.

**DISTINGUISHING CHARACTERISTICS**

This position represents the second level in the campus catering career ladder. Advancement to Campus Catering Specialist or Snack Bar Operator requires an assignment to a snack bar or satellite location, in addition to an ability to understand and follow oral and written directions, independently determine product variety and quantity, and perform basic record keeping.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Serves and prepares institutional quantities of food items from established menus such as sliced meats, bread and rolls, salads, and fruit dishes.
- Operates miscellaneous kitchen/cafeteria equipment such as slicers, mixers, french fryers and ovens.
- Cleans and sanitizes kitchen area and equipment.

**QUALIFICATIONS**

**Knowledge and Skills:** Basic knowledge of institutional quantity food preparation, methods, procedure and service, weights and measures, and kitchen safety and sanitation.

**Abilities:** Must be able to perform the routine duties of the position under direct supervision. Must be able to follow oral and written instructions. Requires the ability to stand for extended periods of time, bend, kneel and stoop. Must lift objects up to 50 pounds. Requires sufficient arm-hand-eye coordination to use kitchen utensils and equipment.

**Education and/or Experience:** High school diploma or equivalent.

**Licenses and Certificates:** Requires a valid driver's license.