

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:

CAFETERIA HELPER

Duties Summary:

Performs routine manual work in the preparation and serving of school meals; cleans and maintains kitchen, dining areas, and serving counters; washes pots, pans, dishes, and other kitchen equipment and utensils; oversees the work of student helper(s); and performs other related duties as assigned.

Distinguishing Characteristics:

The class is distinguished on the basis of performing routine manual work in the preparation and serving of school meals, including the maintenance and upkeep of work and storage areas, cleaning and washing kitchen utensils and equipment, and the preparation of simple meal items.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Coordinates and works closely with other food service employees to ensure menu items are prepared in a timely manner to meet meal service times and/or satellite delivery schedule.
2. Reviews daily production records and secures necessary ingredients/food items and equipment for preparation purposes.
3. Cleans and prepares fresh fruits and vegetables; prepares simple meal items such as toast, rice, and cereals; assembles items such as salads, sandwiches, and baked goods; and may assist with the preparation of meal items for students with dietary needs.
4. Portions and packs menu items for satellite feeding.
5. Sets-up serving counters for meal service, serves students and staff, and replenishes food and other supplementary items as needed.

6. Washes pots, pans, plates, and other kitchen equipment and utensils; washes dish towels, aprons, caps, etc.
7. Cleans and maintains work areas, serving counters, dining areas, and washrooms in a neat, clean, sanitary, and orderly manner; thoroughly cleans and sanitizes utensils and equipment after use; and sweeps, scrubs, and mops kitchen and dining room floors.
8. Properly labels, stores, and/or disposes leftover foods.
9. Receives provisions ordered, documents product temperature if applicable, and reports discrepancies to School Food Services Manager; dates and stores goods in proper manner and place; records supplies and ingredients used; and assists in completing monthly inventory and maintaining routine records as directed.
10. Oversees the work of student helper(s) assigned to the school kitchen.
11. Attends and participates in staff meetings, workshops, and in-service training; achieves the annual minimum required training hours as outlined by the United States Department of Agriculture.

Knowledge and Abilities Required:

Knowledge of: Proper food preparation techniques; methods, materials and equipment used in cleaning kitchen utensils and equipment; safe handling and care of kitchen tools and equipment; methods of handling and storing foods; Hazard Analysis Critical Control Points, food safety and sanitation practices; basic arithmetic; and personal hygiene.

Ability to: Learn various aspects of quantity cookery; operate and maintain kitchen equipment; measure food servings and serve accurate food portions/components; prepare and serve food in accordance with health and sanitation regulations; read, write, and understand oral and written English; follow oral and/or written instructions; oversee the work of student helper(s); work effectively with others and maintain cooperative working relationships; work in room temperature above normal; stand for extended periods; and lift, move, and carry heavy kitchen equipment, supplies, and other objects.

Minimum Qualification Requirements:

Education and Experience Requirements:

Applicants must possess the ability to read, write, and understand oral and written English, follow oral and written instructions, and perform simple arithmetic. Such

abilities may be demonstrated by graduation from high school or work experience which required the cited abilities.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

This is an amendment to the class specifications and minimum qualification specifications for the class CAFETERIA HELPER that were approved on January 26, 2006.

SIGN DATE: Aug 27, 2018

EFFECTIVE DATE: SEP - 1 2018

Cynthia A. Covell
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Office of Talent Management