



## **OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY**

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

### **Job Description: Cafeteria Aide**

Classified: Non-Exempt

Work Year - 220 Days

#### SUMMARY DEFINITION

Under direct supervision of the Chief Financial Officer (CFO), keeps OMI cafe clean, sanitary, safe, and orderly; must have exceptional time management and comply with all food health and safety regulations.

#### ESSENTIAL DUTIES/ RESPONSIBILITIES

- Assists in the set-up, preparation, and service of menu items in an efficient, safe, and sanitary manner.
- Properly cleaning and sanitizing all food preparation areas according to established standards of hygiene
- Washing and appropriately storing all cooking appliances, instruments, cutting boards, and dishes.
- Receives, unloads, stores, and inventories food and supplies from deliveries.
- Organizing and correctly storing food supplies
- Clean-up and handling of leftovers, disposal, and re-stocking of items following meal service.
- Safely operates a variety of kitchen equipment and appliances.
- Works cooperatively with students and adults.
- Record-keeping functions on a daily basis for breakfast, lunch, and snacks
- Performs manual and /or software procedures for point of sale for end-of-day reporting.
- Setup salad bar and clean up after service
- Prepare afterschool snacks
- Prepare breakfast and lunch during professional development
- Other related duties as assigned.

#### QUALIFICATIONS

The Oakland Military Institute – College Preparatory Academy (OMI) determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills, and abilities. Meeting the prerequisites only satisfies the initial



## **OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY**

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

### **Knowledge of:**

- Safe working methods and procedures.
- Sound knowledge of food and health and safety regulations
- Excellent Organizational and time management skills.
- Effective communication skills.

### **Ability to:**

- Understand and carry out simple oral and written instructions.
- Learn supplies, equipment, and methods prescribed.
- Work cooperatively with teachers and the public and get along well with supervisors, fellow workers, and students.
- Perform strenuous physical work on schedule and without immediate supervision.
- Make simple arithmetic calculations.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Must be able to possess a food handler's license, and have the ability to pass the background check.

Experience: Good work history demonstrating reliability, responsibility, and good work habits. The ability to work in a fast-paced environment.

### **OTHER REQUIREMENTS**

Physical Requirements: Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist; reaching overhead, above the shoulders, and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information in person or on the telephone and to make presentations.

Personal Qualities: Appearance, grooming, and personality that establish a desirable example for students.



**OAKLAND MILITARY INSTITUTE  
COLLEGE PREPARATORY ACADEMY**

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

*Oakland Military Institute – College Preparatory Academy is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We actively strive to build a diverse and experienced team of educators. Reasonable accommodations are made under the Americans with Disabilities Act as required by law.*