

UNION SCHOOL DISTRICT

CLASS TITLE: LEAD FOOD SERVICE ASSISTANT

BASIC FUNCTION:

Under the direction of the District Food Service Supervisor, lead, oversee and participate in food service operations including the preparation, cooking, serving and selling of food items to meet student needs at an assigned school site; prepare and serve hot and cold food items at an assigned school site; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in food service operations including the preparation, cooking, serving and selling of food items to meet student needs at an assigned school site; assure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.

Determine appropriate quantity of entrees for breakfast and lunch, side dishes, fruits, vegetables, desserts and other food items for cooking, baking and preparation; assure compliance with food quality standards including appearance and nutritional requirements; assure meals are served in a timely manner.

Order foods and supplies according to established procedures; receive and verify orders received are correct in description and quantity; stock condiments, food items and paper goods; conduct daily and periodic inventories as assigned.

Assist in the development and implementation of menus according to established portion control and recipe guidelines; calculate and adjust recipes for new menu items as directed.

Prepare and serve hot and cold food items at an assigned school site; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards.

Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; respond to phone and e-mail messages in a timely manner.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, carts and equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned.

Oversee and prepare a variety of assigned foods for distribution; mix, slice, grate and chop food items; open cans and replenish containers as necessary.

Serve meals on serving lines and set out beverages and foods according to established time lines; observe quality and quantity of food served according to established procedures; assure proper temperature of foods.

Prepare and arrange fruits, vegetables and salad dressings for the salad bar as assigned; rotate and replenish items according to established procedures.

Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods.

Perform cashiering duties as assigned; operate and train staff in the use of the computerized point-of-sale

system; count money and make correct change; balance the cash drawer; receive student identification numbers and update and monitor student accounts; maintain daily sales sheets; report sales figures and meal counts to appropriate personnel.

Operate standard food service equipment such as food carts, slicers, and can openers.

Prepare and maintain records and reports related to assigned activities as required.

Open and close the kitchen according to established procedures.

Attend mandatory trainings as required for this position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing, cooking, baking and serving foods in large quantities;
Sanitation and safety practices related to preparing, handling and serving food;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Principles of training and providing work direction;
Operation of a computer and assigned software;
Applicable laws, codes, regulations, policies and procedures;
Inventory practices and procedures including storage and rotation of perishable food;
Quality and portion control techniques;
Mathematic calculations and cashiering skills;
Proper lifting techniques; and
Record-keeping and report preparation techniques.

ABILITY TO:

Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site;
Conduct daily inventories and order appropriate amounts of food items and supplies;
Interpret, apply and explain laws, rules, regulations, policies and procedures;
Train and provide work direction and guidance to assigned staff;
Prepare attractive, appetizing and nutritious meals for students and staff;
Prepare and serve hot and cold food items;
Maintain food service facilities, equipment and utensils in a clean and sanitary condition;
Perform cashiering duties as assigned and train others in the proper use of the point-of-sale system;
Operate standard kitchen equipment safely and efficiently;
Follow health and sanitation requirements;
Wash, cut, slice, grate and assemble food items;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Work independently with little direction;
Make basic math computations;
Prepare and maintain records and reports related to assigned activities;
Multitask;
Model appropriate behavior and interact appropriately with preschool and school age children; and

Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year at the level of a Food Service Assistant.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certification (Required; training will be provided)

WORKING CONDITIONS:

ENVIRONMENT:

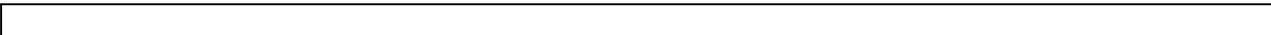
Food service environment
Subject to heat from ovens

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Stand and/or walk on hard flooring for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 25 or more pounds frequently;
Carry up to 25 or more pounds frequently;
Push and/or pull a variety of tools and equipment weighing up to 100 pounds;
Sustain heavy physical effort for up to 8 hours;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Work at various elevated heights in a safe and effective manner;
Work in and be exposed to a wide range of temperatures;
Work with chemical agents in a safe and effective manner without allergic reaction;
Operate food preparation utensils, machinery and equipment in a safe and effective manner;
Conduct frequent repetitive arm, hand and body motion;
Collect currency and make change; and
Work in both indoor and outdoor environments with exposure to a variety of weather conditions.

HAZARDS:

Heat from ovens
Exposure to very hot foods, equipment, and metal objects
Working around knives, slicers or other sharp objects
Exposure to cleaning chemicals and fumes



Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.