



Manhattan Beach
Unified School District

FOOD SERVICE ASSISTANT I

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	January 13, 2014
Date Approved by Personnel Commission:	February 4, 2014
Date Adopted by Board:	March 19, 2014
Salary Range:	Range 6

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Food Services and an assigned supervisor, to perform routine food preparation and serving tasks in a school cafeteria and/or central kitchen; to cashier; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Food Service Assistant classification performs basic and routine food service activities and cashiering duties at an assigned site. In addition to demonstrating the competencies and abilities required of the position, the Food Service Assistant I must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist in preparation and service of all food products; prepare sandwiches, salads and sauces; assemble various ingredients as assigned; pan, wrap and reheat food items according to established procedures.
- Heat, portion, and serve food to students and staff according to established procedures.
- Perform cashiering duties; prepare and be responsible for money drawer; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected using an electronic point of sale system.
- Accountable for assigned money drawer accuracy.
- Clean and sanitize serving counters, tables, chairs, food containers, and other food service equipment; prepare food and beverages for sale; assist in the sale of food.

- Monitor and record food temperatures and equipment temperatures according to established procedures.
- Wash dishes, trays, plates, utensils, and other serving equipment by hand using hot water.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; assist with periodic inventories as assigned.
- Operate electric slicer, mixer, and other equipment.
- Load food items on to food carts as assigned.
- Stay current on monthly training modules.
- Communicate with Director of Food Services or assigned supervisor regarding supplies and problems.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic kitchen utensils and equipment.
- Sanitation practices related to the handling and serving of food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic safety and sanitation skills, taking temperatures, labeling foods.
- Appropriate safety precautions and procedures.
- Speak English at a conversational level.

Ability to:

- Requires the ability to perform all essential duties of the position.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain food service equipment and areas in clean and sanitary condition.
- Understand and follow oral and written directions in English.
- Operate a cash register or point of sale computer; and make change accurately.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Some paid or volunteer experience in the serving and preparation of foods is desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance and the ability to move to and from other work locations as assigned and as needed.

Current ServSafe Certificate or equivalent (California Retail Food Code) or show proof of said certificate within thirty (30) days of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even and/or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, student allergy notifications and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal and written procedures and standards to accomplish assigned duties and to apply new skills; use math skills. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.