

UNION SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT

BASIC FUNCTION:

Under the direction of the District Food Service Supervisor, 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:

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.

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.

Prepare a variety of assigned foods for distribution such as entrees, fruits, meats, sandwiches, salads, cookies, snack items and pizza; 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; assist in assuring proper temperature of foods as required.

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; set-up plates, trays and utensils; stock condiments, food items and paper goods.

Perform cashiering duties as assigned; operate a computerized point-of-sale system; count money and make correct change; assist with balancing the cash drawer; receive student identification numbers and update and monitor student accounts; maintain daily sales sheets.

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

Maintain routine records related to assigned activities as required.

Attend mandatory trainings as required for this position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic food preparation including washing, cutting and assembling food items and ingredients;
Sanitation and safety practices related to preparing, handling and serving food;
Standard kitchen equipment, utensils and measurements;
Oral and written communication skills;
Basic math and cashiering skills;
Proper lifting techniques;
Basic record-keeping techniques; and
Basic computer skills.

ABILITY TO:

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;
Perform cashiering duties as assigned;
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;
Work cooperatively with staff, students and parents;
Understand and follow oral and written instructions;
Make basic math computations;
Maintain routine records related to work performed as required;
Multitask;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

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 30 or more pounds frequently;
Carry up to 30 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.