



## Satellite Food Service Assistant

Previously  
(Food Service Assistant II & III)

### Classified Position

Initial Date: October 8, 1992  
Board Approval: January 31, 2012  
Revision Date: January 19, 2012  
Personnel Commission: April 25, 2012  
Range: 36  
Reports to Director of Student Nutrition

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Student Nutrition Supervisor, order and serve hot and cold food items at assigned satellite kitchen; maintain food service facilities, equipment and utensils in a clean and sanitary condition; perform related cashier functions. This class requires the ability to work effectively with staff, students and the population served.

### REPRESENTATIVE DUTIES:

- Heat packaged and wrapped food items according to established procedures and portion control standards
- Set up food service area; set out food and beverages for sale and distribution; serve and distribute breakfast, brunch, lunch and snacks to students and staff as assigned.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition
- Perform cashiering duties as assigned by the position; utilize a computer terminal as required; prepare and deliver daily bank deposits
- Monitor inventory levels of food service supplies; place food and supply orders, unloading, storing, and rotating food items and supplies; participate in regular and periodic inventory activities as directed; assist in assuring proper temperature of foods
- Determine appropriate quantity of food items for site; compile and submit orders to the Supervisor of Student Nutrition as appropriate
- Maintain various records related to food items, transport, temperatures and assigned activities; process lunch applications as assigned
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; contact parents regarding student accounts and other issues as needed
- Operate standard food service equipment
- Mop and sweep floors as required; pick up and dispose of waste and debris
- Perform related duties as assigned

### KNOWLEDGE AND ABILITIES:

- Ability to heat and serve hot and cold food items at assigned satellite kitchen
- Knowledge of sanitation and safety practices related to preparing, handling and serving food
- Ability to follow health and sanitation requirements
- Ability to operate standard kitchen equipment safely and efficiently
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition
- Knowledge of proper methods of storing equipment, materials and supplies
- Ability to place food orders and perform receiving, rotating and inventorying food supply duties.
- Ability to communicate effectively both orally and in writing
- Knowledge of basic math and cashiering skills and ability to add, subtract, multiply and divide quickly and accurately
- Ability to perform record keeping techniques
- Knowledge of safety practices and proper lifting techniques
- Ability to establish and maintain cooperative and effective working relationships
- Ability to maintain consistent, punctual and regular attendance
- Ability to meet schedules and time lines

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- One year of food service experience is desirable
- Completion of courses in sanitation, safety, and nutrition is desirable

### **LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require pre-employment physical examination

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Food service environment subject to heat from ovens and cold from freezers
- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes
- Work surface: Work done primarily on concrete floors

#### **PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-50 pounds)
- Moderate stress level

#### **HAZARDS:**

- Cold from freezers
- Exposure to very hot foods, equipment, and metal objects
- Working around sharp objects
- Exposure to cleaning chemicals and fumes

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.