

	<p style="text-align: center;">Food Service Assistant</p> <p style="text-align: center;">Previously (Food Service Assistant I)</p>	<p style="text-align: center;">Classified Position</p> <p>Initial Date: October 8, 1992 Board Approval: January 31, 2012 Revision Date: January 31, 2012 Personnel Commission: April 25, 2012 Range: 33 Reports to Supervisor of Student Nutrition</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Student Nutrition Supervisor prepare and serve hot and cold food items at an assigned production kitchen; maintain food service facilities, equipment and utensils in a clean and sanitary condition. Positions in this class are assigned typically as line workers in Sobrato High School, Live Oak High School or as assistants at a middle school site. This class requires the ability to work effectively with others and the population served.

REPRESENTATIVE DUTIES:

- Prepare and serve hot and cold food items at an assigned production kitchen; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards
- Set up food service area; prepare and set out food and beverages for sale and distribution; serve and distribute breakfast, lunch and snacks to students and staff as assigned.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition. Operate dishwasher and wash all utensils and serving equipment
- Prepare a variety of assigned foods for distribution.
- Receive and unload food item deliveries; assist with the storage and rotation of food items and supplies in storage areas as required; assist in assuring proper temperature of foods
- Perform cashiering duties as assigned by the position; utilize a computer terminal as required
- Maintain various records related to food items, inventory and assigned activities
- 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:

- Knowledge of basic food preparation including washing, cutting and assembling food items and ingredients. Prepare and serve hot and cold food items at an assigned production kitchen
- Knowledge of sanitation and safety practices related to preparing, handling and serving food
- Learn and follow health and sanitation requirements
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition
- Ability to operate standard kitchen equipment safely and efficiently
- Ability to communicate effectively both orally and in writing
- Ability to understand and follow oral and written instructions
- Knowledge of basic record-keeping techniques and ability to maintain routine records related to work performed as required
- Ability to make basic math computations
- Ability to work cooperatively with others
- Knowledge of safety practices and proper lifting techniques
- 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
- Completion of courses in sanitation, safety, and nutrition is desirable

LICENSES AND OTHER REQUIREMENTS:

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

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
- 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 knives, slicers or other 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.