

FOOD SERVICE ASSISTANT I/II

DEFINITION

To perform a variety of delivery, set-up, serving, cleaning, and preparation duties for the District's food service operations at an assigned site(s); and to function as a cooperative and productive team member.

DISTINGUISHING CHARACTERISTICS

Food Service Assistant I

This job class is an entry level in the Food Service Assistant series. This classification is distinguished from the Food Service Assistant II by the performance of more routine tasks and duties assigned to incumbents within this job class. Incumbents in the Food Service Assistant I classification perform highly defined procedural tasks. Employees in this job class may also perform higher level tasks in a training capacity. Assigned duties fall within established parameters and there is less variation in the type of duties assigned or the amount of discretion assumed in the performance of assigned duties. This job class requires the ability to perform assigned duties within established timelines and procedures and exhibiting a positive customer service orientation.

Food Service Assistant II

This job class is the journey level in the Food Service Assistant series. This classification is distinguished from the Food Service Assistant I by the wider variety of assigned tasks. Incumbents in this classification perform the full range of assigned duties with little supervision. Incumbents in this classification receive occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the District. This job class may assume responsibility for performing multiple tasks in the completion of assigned operational processes. Employees in this job class may also be cross-trained in other food service duties in order to provide competent back up and additional support as needed. This job class requires organizational skills, the ability to prepare quality food within established timelines and procedures and a positive customer service orientation.

SUPERVISION RECEIVED AND EXERCISED

Food Service Assistant I

Receives direct supervision from the Manager of Food Services or his/her designee.

Food Services Assistant II

Receives general supervision from the Manager of Food Services or his/her designee.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

Participates in the distribution of individual servings in a manner that is visually appealing and provides appropriate portions; serves food in individual portions to students; slices and wraps food, bags cookies, etc.

Participates in the operation, maintenance, and cleaning of food service equipment, machines, and tools properly and in accordance with established policies and procedures; scrubs, sanitizes, and stores pots and pans, utensils, trays, and dishes.

Packs, unpacks, prepares and delivers meals to other sites as needed and on a daily basis.

Follows established district-wide operational standards to include proper use of machines, tools, and equipment and proper measurement and handling of supplies and food.

Participates in the cleaning and set-up of kitchen and serving areas to ensure areas meet health and safety standards, are clean, and conform to established operating procedures.

Participates in the proper recording and control of food inventory and supplies according to established procedures.

Participates in the opening of kitchens, functioning of the alarms, and preparation of worksite for daily activities as directed.

Sets up serving counters and lines.

May assist in the inventory of stored, refrigerated, and frozen food as assigned.

May monitor, coordinate, and supervise the work of student helpers as assigned.

Completes various reports and tracking sheets as directed.

Performs other related duties as assigned.

Food Service Assistant II: In addition to the above duties, this classification also performs?

Participates in the preparation of a variety of foods including main dishes, baked goods, sauces, soups, meats, and vegetables in conformance with state/federal regulations, local health ordinances and District policies and with the purpose of providing food that appeals to sight and taste.

EMPLOYMENT STANDARDS

Food Service Assistant I

Knowledge of:

Basic uses of food service equipment, tools, and machines.

Ability to:

Learn the basic principles of food handling, sanitation, and safety measures used in the operation, cleaning, and care of utensils, equipment, food preparation and serving areas.

Learn and understand the District's organization, policies, operations, and procedures.

Understand and carry out a variety of both oral and written instructions.

Communicate effectively and positively in both oral and written forms.

Perform routine mathematical calculations to include addition, subtraction, multiplication, and division.

Provide courteous and positive customer service.

Perform assigned duties to include continuous physical labor in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Food Service Assistant II: In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

Standard and accepted uses of food service equipment, tools, and machines.

Standard and accepted measurements utilized in volume cooking.

Federal, state, and local regulations applicable to the operation of food service and child nutrition programs.

Standard and accepted principles of good nutrition and of the application of nutritional knowledge of the foodservice needs of school age children.

Ability to:

Understand and carry out a variety of oral and written instructions in an independent manner.

Understand the conversion of measurements and perform mathematical calculations accurately.

Oversee and coordinate the work of assigned staff and volunteers in a manner that creates a proactive, efficient, and positive team environment.

Prepare food in accordance with menus and directions.

LICENSES AND CERTIFICATES

Possession of a valid and appropriate California State driver's license.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

Food Service Assistant I

Training

The successful completion of twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

At least one (1) year of responsible working experience.

Food Service Assistant II

Experience

At least one (1) year of progressively responsible experience performing duties similar to the Food Service Assistant I with the District.

TYPICAL PHYSICAL REQUIREMENTS

Required to use hands and fingers to operate a variety of objects, equipment and food; stand, stoop, kneel, bend, walk, reach, lift, push, pull, and crouch; talk and hear clearly and concisely. Required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 50 pounds. Corrected hearing and vision to normal range, verbal communications required.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties indoors with conditions ranging from extremely hot to extremely cold at times. May be exposed to traffic. Continuous contact with District staff, management, and students as well as the general public.