

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

**CLASS TITLE: FOOD SERVICE ASSISTANT III**

**BASIC FUNCTION:**

Under the direction of the Food Service Supervisor or designee, assemble, prepare, cook and serve food items for an assigned work station in a high school or middle school; maintain daily records of items sold and money received.

**DISTINGUISHING CHARACTERISTICS:**

The Food Service Assistant III classification differs from other classes in the Food Service Assistant series in that the Food Service Assistant class is the advanced level class in the series. Incumbents are responsible for a specific work station in a high school and duties include assembling, preparing, cooking and serving food items; assist with daily inventory of amount of food prepared, receiving cash and recording amounts sold. The Food Service Assistant III classification performs duties which require a higher level of independent accountability and perform duties that are more complex and diverse. The Food Service Assistant I class is the entry-level position of the Food Service Assistant series. Incumbents typically require additional supervision for daily activities.

**REPRESENTATIVE DUTIES:**

1. Prepare and serve appropriate quantities of food for an assigned workstation in a timely manner, assuring quality and quantity of foods prepared.
2. Maintain daily records of foods prepared and sold and count items remaining; submit records to supervisor.
3. Assemble and prepare a variety of food items such as entrees, fruits and vegetables; make salads, prepare fruit cups, etc.
4. Prepare a variety of scratch type items such as, but not limited to, salad dressings and sauces. Activities may include opening cans and other food containers, mixing and assembling food items as well as washing, cutting, measuring, scooping, and mixing food items.
5. Set up work and serving areas; assure that serving lines are properly stocked with adequate food, beverages and supplies. Set up, display and maintain attractive point of sale merchandise.
6. Receive money from students and deposit into point-of-sale computer; make change; assist supervisor in counting and reconciling money at the end of the day; assume responsibility for cash balances; may act as supervisor when supervisor is absent.
7. Maintain work areas and serving areas in a sanitary manner; wash sanitize and clean and store utensils, trays and kitchen equipment; sweep floors, using proper cleaning and sanitizing methods for food services facility.

8. Store unused food items according to appropriate standards to assure health and sanitation standards are followed in accordance with local health department standards.
9. Operate a variety of kitchen utensils, equipment and appliances in a safe manner.
10. Attend and participate in a variety of trainings and in-services as needed.
11. Perform other related duties as required or assigned.

#### KNOWLEDGES AND ABILITIES:

##### Knowledge of:

Health and safety regulations

Oral and written communication skills

Methods of assembling, preparing and cooking food in large quantities

Principles and practices of safety and sanitation

Standard kitchen utensils, equipment and appliances

Simple record-keeping techniques

Basic math and cashiering skills

##### Ability to:

Assemble, prepare, cook and serve a variety of food items in large quantities in a sanitary manner

Maintain records of assigned work station operation

Operate kitchen utensils, equipment and appliances in a safe manner

Operate and maintain basic food service equipment

Follow applicable health and sanitation requirements

Lift and transport objects weighing up to 50 pounds using proper lifting techniques

Make change and arithmetic calculations quickly and accurately

Work efficiently during rush conditions

Work cooperatively with others maintaining interpersonal skill of tact, patience, and courtesy

Communicate effectively both orally and in writing

Understand and follow oral and written directions

Follow instructions and procedures as directed from lead personnel

Utilize proper methods of food preparation, rotation and storage

Operate computerized point of sale system

Post simple records

Apply safety and sanitation techniques

Learn laws, rules, policies, practices and procedures related to public education and specific to Los Alamitos Unified School District

Commit to Los Alamitos Unified School District's mission, vision and priority goals

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: some high school and two years of experience in quantity food preparation and service.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid Food Handler's Certificate required by the local Health Department.

**WORKING CONDITIONS:**

High school and middle school cafeteria and snack/salad bar environment; stand, walk, kneel, squat, crawl, stoop, bend daily; lift, carry, push, pull up to 50 pounds; repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm and shoulder; exposure to temperature changes: heat over 90° from ovens and cold below 50° from freezers; work with sharp kitchen instruments such as knives; work with hands in water; speak clearly and hear normal voice conversation; direct contact with students, the public and other district staff; exposed to minor contagious illnesses (e.g. colds, flu).

**SALARY RANGE: 29**

**ADOPTED BY PERSONNEL COMMISSION: August 17, 2016**

**ADOPTED BY BOARD OF EDUCATION: September 13, 2016**