

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: FOOD SERVICE ASSISTANT I

**BASIC FUNCTION:**

Under direct supervision of the Food Service Supervisor, Food Service Production Supervisor or designee, assists in quantity food preparation at an assigned site. Performs routine duties to serve lunches and clean kitchen equipment, utensils, work and serving areas.

**DISTINGUISHING CHARACTERISTICS:**

The Food Service Assistant I classification differs from other classes in the Food Service Assistant series in that it is the entry-level position which is typically assigned to heat and serve lunches to elementary school students and staff. The Food Service Assistant III classification is the advanced level position in the series. Food Service Assistant III also performs duties which are more complex and diverse with minimal supervision. Incumbents typically are responsible for an entire work station at a middle school or high school which includes setting up equipment, assembling food items, preparing and/or cooking foods, assisting with daily inventory of amount of food prepared and receiving cash and lunch tickets and reordering amounts sold.

**REPRESENTATIVE DUTIES:**

1. Participate in set up of serving area; including but not limited to trays, utensils, food and beverages.
2. Serve food to students and staff according to established procedures.
3. Assist in quantity food preparation of hot and cold foods, including panning, wrapping, cooking and monitoring for proper temperatures for service to students and staff.
4. Maintain work areas and serving areas in a sanitary manner; wash and clean steam tables; clean and store utensils, trays and kitchen equipment; sweep floors.
5. Assist in counting leftover and/or inventory items as assigned for monitoring and reporting. Stock and maintain assembly lines as necessary.
6. May receive money from students and deposit in point-of-sale computer; may assist with related lunch count, money reconciliation and inventory control; make change.
7. Attend and participate in a variety of trainings and in-services as needed.
8. Perform other related duties as required or assigned.

## KNOWLEDGES AND ABILITIES:

### Knowledge of:

Health and safety regulations

Standard kitchen equipment

Basic food preparation methods including washing, cutting and assembling food items

Basic math and cashiering skills

Oral and written communication skills

### Ability to:

Understand and follow oral and written directions

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

Lift objects weighing up to 50 pounds incorporating proper lifting techniques

Operate and maintain basic food service equipment

Work effectively under rush conditions

Communicate effectively both orally and in writing

Follow instructions and procedures as directed from lead personnel

Utilize proper methods of food preparation, rotation and storage

Operate computerized point of sale system

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: completion of the eighth grade and sufficient training and experience to demonstrate the knowledge and abilities listed above.

## LICENSES AND OTHER REQUIREMENTS:

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

## WORKING CONDITIONS:

School cafeteria 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: 25

ADOPTED BY PERSONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016