

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: FOOD SERVICE ASSISTANT – SATELLITE CAFETERIA

BASIC FUNCTION:

Under general direction of the Director of Food Services or designee, organize and participate in the preparation and serving of hot and cold menu items received from the Central Kitchen; maintain school cafeteria in a clean and sanitary manner and prepare reports as directed. Order, receive and store food and supplies, train staff under direct guidelines.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant-Satellite Cafeteria classification differs from other classes in the Food Service Assistant classifications in that incumbents operate a single service line non-production kitchen in an elementary school under the direction of the Director of Food Services or designee.

REPRESENTATIVE DUTIES:

1. Assure the timely and efficient operation of a satellite cafeteria; receive foods and supplies from the central kitchen assuring amount received coincides with daily lunch count.
2. Operate a computerized point of sale system; input student prepaid account information, check student eligibility status; review credit availability and prepare notifications on status of prepaid meal account. Input and transmit daily meal counts and related sales data. Prepare bank deposits; secure daily monies for transport to bank.
3. Compile payroll records for assigned staff, assure completion and submission of time sheets, monitor absences and assure confidentiality of payroll information.
4. Prepare daily or weekly inventory of supplies; order milk and other items daily; attend staff meetings as required.
5. Complete the preparation of foods received from the central kitchen by heating and assembling entrée items such as heat and serve items, hot sandwiches, etc. and tossed salads.
6. Set up serving area; assure that serving lines are properly stocked; set out food and beverages observing appropriate health and sanitation rules.
7. Serve food to students and staff according to established procedures.

8. 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.
9. Provide work direction and guidance to Food Service Assistant I personnel and others.
10. Operate a variety of kitchen utensils, equipment and appliances in a safe manner.
11. Pick up food and supplies from Central Kitchen as required.
12. Communicate with administrators, personnel and parents to coordinate activities, resolve issues and conflicts and exchange information.
13. Attend a variety of meetings and in-services training.
14. Perform other related duties as required or assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Methods of assembling, preparing and heating food in large quantities
Principles and practices of safety and sanitation related to a food service facility
Health and safety regulations
Laws, codes, rules and regulations related to assigned activities
Basic computer skills
Basic math and cashiering skills
Interpersonal skills using tact, patience and courtesy
Proper methods of food rotation and storage
Standard kitchen utensils, equipment and appliances
Inventory and record-keeping techniques

Ability to:

Operate a satellite cafeteria according to established procedures
Operate kitchen utensils, equipment and appliances in a safe manner
Calculate needs and maintain inventory
Prepare and submit records as required
File according to established procedures
Plan and organize work
Work independently with little direction
Provide work direction and guidance to others
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
Communicate effectively both orally and in writing
Understand and follow oral and written directions

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: some high school and one year of experience in quantity food preparation and service.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Must possess a valid Manager ServSafe Certificate required by the local Health Department when hired.

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: 30

ADOPTED BY PERSONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016