



## **Job Description**

### **FOOD SERVICES ASSISTANT II**

#### **DEFINITION:**

Under general supervision, to assist with skilled functions in the preparation of food, to portion and load food for transport, distribution and consumption; to maintain a safe and sanitary kitchen facility; and does other related work as assigned.

#### **DUTIES:**

Assists with the preparing and serving of food; uses a variety of utensils and equipment; maintains quality and portion control; may assist in the training of personnel in the kitchen area; assists in cleaning the kitchen utensils and equipment; collects money from schools; heats and serves food for students and staff and prepares receipts and records; prepares consolidated reports; maintains food service records and inventory.

#### **EMPLOYMENT STANDARDS:**

Knowledge of:

- methods and procedures for preparing food in large quantities
- sanitation and safety laws and practices
- proper methods and procedures of serving foods and beverages
- standard cafeteria appliances and equipment
- menu planning, nutrition and Type A lunch program requirements
- basic arithmetic and simple record keeping

Ability to

- prepare foods in large quantities with speed and efficiency
- assist in training and directing other cafeteria employees
- adhere to Type A lunch program requirements
- perform simple arithmetical calculations
- lift and transport food and supplies up to 50 pounds
- understand and carry out oral and written directions
- maintain cooperative work relationships
- operate standard food service equipment
- receive and handle money
- follow food preparation, health and sanitation requirements
- learn proper methods of heating and handling food

Experience:

- six (6) months of quantity food preparation, and preparation area maintenance in a commercial, institutional, or school cafeteria setting

Education:

- Equivalent to the completion of twelfth grade

Certification Requirements:

- Food Safety Manager Certification (State of California)
- Food Handler Card (County of San Diego Department of Environmental Health)

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat.

The noise level in the work environment is usually moderate.

Range: 6.5

Approved: 10/8/2021