CLASS TITLE: FOOD SERVICES FIELD ASSISTANT

DEFINITION:
Under general direction, assists with planning, organizing, procuring, delivering, and serving meals for meal service to JCCS students in assigned service area.

SUPERVISION RECEIVED AND EXERCISED:
Receives general supervision from the Food Services Program Supervisor.

REPRESENTATIVE DUTIES
This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:
Drive to assigned school sites.
Set up and distribute meals for breakfast, lunch, snacks.
Receive and sign for food deliveries,
Pick up, or deliver food in a timely manner to various school sites as necessary.
Refrigerate or heat meals as needed.
Set up for breakfast and lunch service at assigned schools.
Serve breakfast and lunch to students according to meal distribution guidelines.
Enter meal count data into a computerized recordkeeping system; produce related computerized reports.
Clean area, and maintain food safety, sanitation, temperature logs.
Communicate with school site administration, central office food service authority, or vendors, to coordinate meal counts and milk adjustments.
Maintain food services inventory.
Complete required forms.
Provide information to parents, school staff, and other agency staff regarding the JCCS food services program.
Submit repair requests for equipment.
Attend meetings and report to Food Service Program Supervisor.
Provide information regarding State, Federal, and National School Lunch Program regulations and other applicable guidelines to staff, students and parents.
NON-ESSENTIAL FUNCTIONS:
Perform other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:
A valid California Class C driver’s license is required
A valid Food Handlers Card issued by the San Diego County Department of Health Services is required prior to appointment.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Food service in accordance with health regulations
Food service health and safety policies and procedures
Methods of preparing and serving entrees, vegetables, fruits, and other foods
Food portions or components used in school meals
Modern office-clerical practices and procedures

ABILITY TO:
Learn computer software used in the performance of assigned duties
Work effectively independently and as part of a team with minimum supervision
Organize and prioritize work
Exercise appropriate judgment in making decisions
Maintain attendance sufficient to complete the duties of the position
Complete routine tasks thoroughly, accurately and with attention to detail
Perform simple arithmetic computations
Drive safely from site to site
Serve students in an instructional and respectful way
Operate kitchen equipment
Follow oral and written instructions
Communicate effectively orally for the purpose of explaining policies and procedures to others
Maintain simple records
Establish and maintain effective working relationships with others
Post numbers to records, and files.

EDUCATION AND EXPERIENCE:
Typical qualifying experience would include one year of experience performing both clerical and food service duties.

WORKING CONDITIONS & PHYSICAL ABILITIES
Office and School Environment.
Driving to and from school sites is required as a regular part of this assignment.
Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store supplies; and lift objects weighing up to 50 pounds.
<table>
<thead>
<tr>
<th>Established</th>
<th>Revised</th>
<th>Approved by Personnel Commission</th>
<th>FLSA Status</th>
<th>Job Code</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/2015</td>
<td>04/06/2015</td>
<td>Exempt</td>
<td></td>
<td>33</td>
<td></td>
</tr>
</tbody>
</table>

Approved: ________________________________

Assistant Superintendent, Human Resources