

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: FOOD SERVICES PROGRAM ASSISTANT, Grade 044

DEFINITION:

Under the direction of the Food Services Program Supervisor, assists with planning, organizing, accounting, and supporting department operations and the provision for and delivery of meal service to JCCS students; keeps records; calculates and prepares reports; distributes meals; provides information regarding State, Federal, and National School Lunch Program regulations and other applicable guidelines.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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:

Processes and certifies meal applications or provision status of each student.

Cross references direct certification with other governmental agencies.

Assists with monthly billing, editing checks, verifying delivery of meal counts for each site, and various food vendors and submits for payment.

Ensures invoices and corresponding rates are up to date for accurate and timely billing.

Assists Food Services Program Supervisor with meetings, training and other related tasks and projects related to food service program operations.

Maintains proper reports and files including school site directories, certifications and permits.

Orders food products and supplies for the JCCS Food Services Program.

Orders food service equipment and creates requisitions/orders within applicable systems.

Picks up food, load vehicle, and delivers food in a timely manner to various school sites.

Contacts and follows up with appropriate vendors to ensure orders are filled accurately.

Maintains and verifies food services inventory and equipment.

Assures compliance with proper cleaning and maintenance of equipment and supplies in school sites, cafeterias or kitchens.

Enters data into a computerized recordkeeping system; produce related computerized reports.

Assists Supervisor with site review of food services at schools to ensure serving and operating accordingly as assigned.

Assists in maintaining documents and manuals, and other materials.

Completes required forms such as meal counts and schedules.

Provides information to parents, school staff, and other agency staff regarding the JCCS food services program and activities.

Provides information to parents, school staff, and other agency staff regarding the JCCS food services program, and participates and attends in meetings related to JCCS student wellness.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A current Food Service Handler certificate.

A valid California driver's license.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include three (3) years of experience performing both clerical and food service duties including food operations, compliance, and reporting. School-based experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office-clerical practices and procedures

Food service health and safety policies and procedures

Food service in accordance with health regulations

Various equipment and machines used in school cafeterias or kitchens

Food portions or components used in school meals

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness

Practice cultural competency while working collaboratively with diverse groups and individuals

Follow oral and written instructions

Explain policies and procedures to others

Serve food in accordance with health regulations

Maintain simple records

File alphabetically and numerically

Establish and maintain effective working relationships with others

Follow-up with outside vendors

Perform simple arithmetic computations

Type forms, cards and labels

Post numbers to records, and files

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 confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office, and school setting. Driving to and from urban and rural school/worksites is a significant part of this assignment.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; stoop, bend at the waist; move, push and/or lift heavy objects weighing up to 40 pounds.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Grade
12/2013	12/2015; 07/2023	December 18, 2013	Non-Exempt	044