



Fremont Union High School District

Position: Lead Food Services Assistant

Department/Site:	Food Services - School	Range:	104
Reports to/ Evaluated by:	Food Services Manager	Work Year:	183
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of an assigned Food Services Manager, assists in the preparation and serving of food items at an assigned school cafeteria or snack bar; cleans food service equipment, utensils and serving areas. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assists the cook with preparing main dishes and bread products, and cleaning of equipment. Operates miscellaneous kitchen equipment, such as a slicing machine, mixer, and warming oven.
- Receives and cleans, slices, cuts, and/or divides into portions food items such as, but not limited to fruits, vegetables, frozen and cooked items. Prepares serving trays and salad bars.
- Assembles, seals, and stacks standardized portions of food items onto transferable food carriers. Maintains pace with acceptable units of production. Arranges food items along a service line so that students can make easy selection.
- Serves food items according to specified quantities and from established menus. Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.
- Records food temperatures at regular intervals during heating of food items.
- May serve as a cashier, accepting money and meal cards and assisting in compilation of daily receipts and counts, either by cash register, calculator, or manually.
- May operate a hand operated snack and/or ala carte service cart. Arranges and sells food items. Accounts for cash, student meal cards, and meal counts.
- Enters student information into established databases used for school food service.
- Fills and wipes off condiment containers. Restocks napkin and eating utensil dispensers.
- Assists in storage and inventory of food supplies and equipment.
- Washes, sanitizes and cleans kitchen equipment, surfaces, and serving areas. Sweeps floors.
- May launder linens and other materials requiring special cleaning and handling.
- May assemble, count, and assist with delivering meals to remote sites.
- May be required to act in place of the cook/baker in his or her absence.
- May oversee and train student food service workers.
- May assist in counting, weighing and packing leftover meals for donations as needed.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of institutional quantity food preparation, methods, procedures, and service.
- Requires knowledge of food storage and sanitation procedures.
- Requires knowledge of kitchen safety and safe work procedures.
- Requires knowledge of food production line processes.

- Requires sufficient arithmetic skills to compute weights, measures, counts, and portions.
- Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions.
- Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team
- Requires the ability to sequence food preparation activity in order to serve a variety of food items at the same time.
- Requires the ability to follow oral and written instructions.
- Requires the ability to follow schedules and meet timelines.
- Requires the ability to add, subtract, and make change quickly and accurately.
- Requires the ability to work varying shifts and locations.

Physical Abilities:

- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to stand for extended periods of time, bend, kneel and stoop.
- Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds.
- Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes.
- Requires sufficient coordination to maintain pace in a production setting, to use kitchen utensils and equipment, and to move and position hot food and equipment.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School Diploma or its equivalent supplemented by one year of experience in preparing and serving food in large quantities.

Licenses & Certificates:

- May require a valid Driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a high school cafeteria environment; subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time, handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability

- *Approved by the FUHSD Board of Trustees at their regular meeting on January 1, 2025.*