



Excellence for all.

Job Title: Food Service Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Supervisor of Food Services and/or assigned designee, assist the food service worker by performing a variety of routine food service activities related to the setting up of servicing areas, preparing, and serving meals to students.

Distinguishing Characteristics:

The Food Service Assistant classification is the entry-level class in this series. Incumbents perform routine food service activities at an assigned school site. The Food Service Worker classification is the experienced level class responsible for more technical food service activities. The Lead Food Service Worker classification transports food, and/or oversees snack bar operations at an assigned school.

Representative Duties:

Essential Function

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Assist in the preparation-and service of food.
- Perform routine cashiering duties utilizing a Point of Sale (POS) system as assigned; count money and make correct change.
- Assemble various ingredients as assigned.
- Package and wrap food items according to established procedures and portion control standards.
- Serve meals on serving lines.
- Take temperature of foods prior to serving as assigned.
- Maintain safe and orderly flow of students through service lines.
- Assist in maintaining food service facilities, equipment, and utensils in a clean and sanitary condition.
- Safely operate standard food service equipment.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas.
- Clean spills in a timely manner to assure a safe and sanitary work environment
- Wash trays, pots, pans, plates, utensils, and other serving equipment.
- Participate in staff development and in-service training programs as assigned.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.

- Proper food heating, storage and service requirements and procedures.
- Sanitary procedures and health requirements related to food preparation, storage and service.
- Safe use and maintenance of kitchen ovens and utensils.
- Oral and written communications skills.
- Basic first aid techniques.
- Basic food preparation including washing, cutting, and assembling food items and ingredients.
- Basic kitchen utensils and equipment usage.
- Proper lifting techniques.
- Basic math and cashiering skills.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Provide timely service of foods for students and staff at an assigned school site.
- Use conventional oven to heat prepared food.
- Set up serving areas.
- Serve food to students.
- Learn nutritional values of food items.
- Maintain a sanitary kitchen environment.
- Perform basic mathematical calculations.
- Maintain records and prepare reports.
- Assist in administering basic first aid.
- Operate a computer and office equipment.

Education/Licenses/Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Cafeteria and kitchen environment

Physical Demands: Dexterity of hands and fingers to operate food service equipment and prepare food items. Seeing to read a variety of materials. Hear normal conversations. Standing for extended periods. Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position. Reaching overhead, above shoulders and horizontally. Bending at the waist, kneeling, or crouching to lift heavy objects.

Hazards: Exposure to very hot foods, equipment, and metal objects. Working around knives, slicers, or other sharp objects. Exposure to cleaning agents and chemicals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 109

Revised: Standard Education/Exp language 9/27/17; 4/26/22

Personnel Commission Classification/Compensation Study: Approved: July 12, 2023