

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

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| POSITION: | Food Services Assistant II | FLSA: | Non-exempt |
| DEPARTMENT/SITE: | Nutrition Services | SALARY GRADE: | 2 |
| REPORTS TO: | Executive Director of Nutrition Services or Designee | | |

OVERALL OBJECTIVE AND SUMMARY

Performs food preparation and service level duties connected with food preparation, serving, clean up, and related duties such as inventory and data entry, at various school kitchens.

DISTINGUISHING CHARACTERISTICS

This is the second level position in the food service career pathway and requires competency in record keeping, entering information for computerized meal tracking, and preparing high-volume foods.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves and prepares high-volume of food items from established menus. May prepare items such as sliced meats, bread and rolls, salads, fruit, and vegetable plates.
- Restocks napkin and eating utensil dispensers.
- Participates in the preparation and baking of breads, rolls, buns, cakes, cookies, and other baked goods.
- Assists in food preparation for special events at assigned or remote locations.
- Organizes catering trays and serving areas.
- Serves food items according to specified recipes.
- Serves as a cashier, counting money, and completing relevant food service reports.
- May assist with inventory and food service deliveries.
- Operates a variety of kitchen/cafeteria equipment such as slicers, mixers, french fryers, stoves, and ovens.
- Performs related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Working knowledge of high-volume food preparation, methods, procedures, and service.
- Weights and measures.
- Kitchen safety and sanitation.
- Skill at computerized data entry for food service related data and transactions.

Ability to:

- Must be able to perform the routine duties of the position under direct supervision.
- Must be able to follow oral and written instructions.

- Ability to enter data into computerized information systems.
- Must be able to perform basic arithmetic using decimals and fractions.

PHYSICAL ABILITIES

This position requires:

- Ability to stand for extended periods of time, bend, kneel and stoop.
- Sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds.
- Ability to handle hot material and work in an environment dominated by wide temperature extremes.
- Sufficient hand coordination to use kitchen utensils and equipment, and move and position hot materials.

EDUCATION AND EXPERIENCE

The position typically requires completion of high school or equivalent and prior experience in large quantity food preparation and serving. Additional experience may substitute for education.

LICENSES AND CERTIFICATES

- Health screen authorizing the incumbent to work in food service.