

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	Food Services Assistant III	FLSA:	Non-exempt
DEPARTMENT/SITE:	Nutrition Services	SALARY GRADE:	4
REPORTS TO:	Executive Director of Nutrition Services or Designee		

OVERALL OBJECTIVE AND SUMMARY

Coordinates kitchen activities at assigned location. Performs a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Coordinates food preparation and cooks meals in large quantities. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Food Services Assistant III is the first level of leadership in the food service career pathway. The position requires leadership and record keeping while coordinating high-volume food preparation and increasingly complex kitchen activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes and assigns work to food service staff at assigned site.
- Models and assists with training of food service staff.
- Prepares and maintains various records and reports on operations and activities including inventory, sales, meals served, monies collected, requisitions, daily reports, and production sheets.
- Recommends and assists in the implementation of department goals, objectives, and day-to-day operations. Implements policies and procedures.
- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Monitors the serving of food items to students and staff.
- Participates in the preparation of main dishes, baked goods, and other food items.
- Assures cleanliness and maintenance of equipment and food service supplies.
- Inventories and orders food items and supplies.
- Performs a variety of food service duties as needed to assure timely preparation and service. Operates a variety of kitchen/cafeteria equipment and machines, such as slicers, choppers, steamers, mixers, ovens, and dishwashers.
- Follows established menus when possible and revises menus as needed.
- Attends offsite meetings related to the food service operation.
- Counts money and completes daily reports, following District practices.
- 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.
- Requires considerable knowledge of catering, business record keeping, nutrition, and kitchen sanitation.
- Requires sufficient human relations' skill to communicate specific information and to achieve a harmonious work setting.
- Requires sufficient math skills to compute sums, portions, weights, and quotients.

Ability to:

- Must be able to perform all of the essential duties of the position under general guidance.
- Demonstrated ability to independently maintain and monitor a kitchen environment.
- Must be able to understand and follow District Nutrition Services policies, procedures, rules and regulations.
- Must be able to orient and train food service staff and perform basic bookkeeping functions and complete mandated food service reports.
- Must be skilled in the operation of commercial kitchen equipment.
- Requires the ability to read and understand written directions and recipes and to calculate weights and measurements.
- Must be able to learn, understand and apply safety and sanitation regulations.
- Must be able to reconcile daily money transactions and keep records following District practices.

PHYSICAL ABILITIES

This position requires:

- General arm, hand, leg, and body coordination to use standard large kitchen equipment.
- Physical ability to stand for extended periods of time, stoop, and infrequently lift 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

High School diploma plus post high school course work in meal planning, nutrition, sanitation, business administration, cafeteria management dietetics or related field. Additional experience may substitute for education. Requires experience in institutional cooking in an education or equivalent setting.

LICENSES AND CERTIFICATES

- Requires valid California driver's license.