Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**FOOD SERVICE ASSISTANT**
Department:	Site Kitchen
Reports To:	Director, Food Services

SUMMARY:

Assists with the preparation of food items; performs the more routine Food Service operations; serves food in a school cafeteria, snack bar, or satellite food service unit; maintains Food Service equipment and facilities in a safe, clean, and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is not restrictive as to duties required.)

- Assists in the preparation of food items for on-site and off-site serving, snack bar, cooking, and/or transporting
- Serves meals to students with a positive and professional attitude
- Assists in preparation of meals, with possibility of up to 90% of meals prepared from scratch
- Accurately follows recipes, menus and product guides in preparation of food
- Follows through on tasks assigned by the Food Service Director & Site lead. Will also partner with other Food Service site workers to complete tasks.
- Cuts, slices, grates, washes, mix, weigh, and/or measure a variety of ingredients used in food preparation activities
- Takes and accurately records the following on appropriate logs including but not limited to food temperatures, production records, refrigerations/freezer temperatures, sanitizer logs, and calibration logs
- Performs & maintains cleaning tasks including but not limited to dishes, mopping and sweeping
- Arranges and sets-up meal carts, snack bar, and/or serving areas with appropriate food items, beverages, and supplies
- Apportions food into individual servings per established guidelines
- Wraps, bags, and/or packages food items
- Packages and stores leftovers
- Cleans and may operate a variety of food service equipment including but not limited to point-of-sale systems, cash registers, warmers, stoves, ovens, slicers, steamers, mixers, district vehicles, and food carts
- Assists other Food Service employees and/or works with student helpers to ensure that food is prepared and served on time and in a safe and sanitary manner
- Sets-up cash box for snack bar and serving areas, counts and receives money, makes change, and maintains accurate records of money collected
- Maintains work areas and serving counters in a clean, neat, orderly, and sanitary condition, including cleaning countertops
- Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met. Takes and fills inventory lists, stock shelves and puts away deliveries.
- Performs other related duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED) preferred, but not required. Previous experience in food service or institutional food management with large-scale cooking and food preparation/serving is highly desirable.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group settings to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:
Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:
~~Valid California Driver's License.~~
ServSafe Certificate required - Current Valid Certificate or be able to attain within ~~six~~ **three** months of hire date.

OTHER SKILLS and ABILITIES:
Knowledge of fundamentals of food preparation and serving techniques; basic sanitation procedures involving kitchens and serving areas. Ability to work in a friendly manner with co-workers and students. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must frequently lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines

with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

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