

FOOD SERVICE ASSISTANT I

JOB SUMMARY:

Under immediate supervision using average food service skills, assists in preparing and serving food in large quantities in the Nutrition Center or at a school in a serving kitchen or in an area outside of the building; performs general duties related to food preparation, serving and cleaning. Assists in the preparation, packaging and serving of food and acts as cashier and/or computer point of sale meal service system attendant at the school site, operating meal service software and collecting money, making change and counting totals.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant I is the entry-level classification in the series. Most duties are performed with supervision, and under the direction of higher-level food service personnel. Most assignments in this class are at the various school sites and may be assigned to act solely as the site lunch program cashier. In contrast, the Food Service Assistant II class is typically assigned either to a primary lead role at an elementary school site, a secondary lead role supporting the Food Service Assistant III which serves as the primary lead at a middle/jr. high school site, or to the Nutrition Center supporting the more specialized cooking and food preparation functions under the direction of a higher-level food service classification.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification report directly to Nutrition Services management personnel. The Food Service Assistant II, III, or higher-level food service staff provide work instructions to job incumbents in this classification.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Assists in the preparation, cooking, packaging and serving of food and beverages;
- Sets up serving area and serves food;
- Assists in cleaning and storing dishes, utensils, food service equipment, and food supplies;
- Cleans work areas to maintain safety and sanitation guidelines;
- Assists in maintaining records of production, inventory, deliveries, sanitation and food temperatures in accordance with regulations and standards;
- Collects money for foods and beverages during meal periods and returns the correct change;
- Operates computerized point-of-sale equipment;
- Instructs and supervises student helpers in sanitary and efficient food service procedures;
- Performs other related duties as needed.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Equivalent to completion of the tenth grade.

Experience: Some paid or unpaid experience in food preparation and kitchen maintenance.

Knowledge of:

- Preparing food, including salads, sandwiches, and simple desserts;
- Safe practices of lifting and moving materials;
- Basic kitchen machines and utensils.

Ability to:

- Follow oral and written directions, learn to operate machines found in school cafeterias and the Nutrition Center;
- Maintain harmonious working relations with school officials, other employees, students and the public;
- Perform mathematical calculations related to food preparation, accounting of monetary receipts related to taking money during meal periods, and simple departmental work;
- Provide transportation between two different worksites if so assigned;
- Work in a standing position for long periods of time; push, carry, and lift large and sometimes heavy items such as boxes, sacks of food, food carts and kettles;
- Take direction from lead personnel and/or management;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis;
- Effectively communicate: orally, in writing, and electronically, with students, staff, faculty, and parents.

Licensure and Certification:

- Valid Class C California Driver's License required;
- Food Handlers Card required within 30 days of hire;
- Food Manager's Certificate desirable.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in the Food Service Series. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary depending on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects and may be required to drive a vehicle to and from school sites and/or Nutrition Center. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud depending on specific work site and /or equipment operation.

Physical Environment: While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate nutrition service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50-pound objects. These objects include sacks of food, boxes, food carts, kettles, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also order supplies, serve students, collect money, etc. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student and parent helpers.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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