

FOOD SERVICE ASSISTANT III

JOB SUMMARY:

Under general supervision using a moderate level of food service skills, serves as the primary assistant in one of the specialized sections of the Nutrition Center or as the lead at a middle/junior high school site.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant III class is typically assigned either to a primary lead role at a middle/jr. high school site, or the Nutrition Center leading specialized cooking, distribution, and food preparation functions under general direction of a higher-level food service classification. By 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 at a site or the Nutrition Center supporting the specialized functions. Food Service Assistant I is the entry level classification in the series.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification report directly to Nutrition Services management personnel and lead the work activities of assigned Food Service Assistant(s). Higher level Food Service staff may provide work instructions to job incumbents in this classification.

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

- Leads in the preparation and cooking of planned menu items and assists in serving food;
- Maintains standards of efficiency, food safety and sanitation in large quantity food preparation and serving;
- Estimates and orders required quantities of food and supplies and maintains records of production, inventory, deliveries, sanitation and food temperatures in accordance with regulations and standards;
- Inspects food service items received for quality and quantity;
- Oversees and assists with proper storage and efficient use of foods and supplies;
- Assists in the various specialized departments following established recipes, preparation, service methods, and safe food handling techniques;
- Fills in for absent employees in another class or the same class;
- Cleans and maintains food service equipment and work areas in accordance with safety and sanitation guidelines;
- Acts as a lead person at a school site or as assigned in the Nutrition Center;
- Trains and leads personnel in their work performance;
- Operates computerized point-of-sale equipment and makes change;
- Maintains records for daily sales and cash deposits, and prepares notifications on status of prepaid lunch accounts;

- Assists in the planning of catering events;
- Assists in the coordination of and participates in the loading and unloading of meals on trucks.
- 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 graduation from high school.

Experience: Any combination of experience and training which would indicate possession of the knowledge and abilities listed, including at least four years of paid experience in school cafeteria and/or preparation of large food quantities in a nutrition center type facility. Two years of successful experience as a Food Service Assistant II with Fullerton School District can be substituted for the above mentioned four year experience requirement.

Knowledge of:

- Principles and methods of quantity food service preparation, serving and storage;
- Sanitation and safety practices related to cooking and serving food (HACCP);
- Standard kitchen equipment, utensils and measurements;
- Safe practices of lifting and moving materials;
- Fundamentals in the preparation of food and beverages;
- Modern cleaning methods of cafeterias.

Ability to:

- Operate computerized foodservice software and e-mail system;
- Effectively communicate: orally, in writing, and electronically, with students, staff, faculty, and parents;
- Order and inventory supplies and prepare and maintain records and reports;
- Read, understand and follow recipes;
- Work harmoniously with co-workers;
- Perform mathematical calculations related to food preparation and departmental paper work;
- 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;
- Operate kitchen equipment and machines;
- Provide transportation between two worksites if so assigned;
- Lead the work of others in the operation of a school cafeteria and production kitchen;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Licensure and Certification:

- Valid Class C California Driver's License required;
- Food Handlers Card required within 30 days of hire;
- Food Manager's Certificate required within 6 months of hire.

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.

Food Service Assistant III

Adopted By the Personnel Commission: 07/11/83

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