CLASSIFIED			
Work Location	Roseland School District as Assigned	**Responsible To**	School Site Principals and Cafeteria Manager
Work Year	10 months	**Hours**	Up to full-time (8 hours per day)
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:

The Food Service Assistant is assigned to work at either Sheppard Accelerated Elementary School, Roseland Elementary School, or Roseland Charter School. General responsibilities include independently heating, setting up, and serving prepared breakfasts and lunches, maintaining accurate records related to assigned school; and a variety of general food preparation and cleaning duties. Food Service Assistants may direct and monitor the work of student helpers during lunch serving hours.

TYPICAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Heats, sets-up, and serves food to students at assigned school site
- Performs cashiering duties, collects money, counts money and completes cafeteria report daily to submit to the District Office
- Maintains accurate daily counts of free, reduced, and full price lunches and milk; places milk order
- Maintains a current record of student classification of lunches, accepts and forwards applications for free or reduced lunch forms to students, contacts parents regarding payment problems;
- Places lunch and breakfast orders;
- Monitors the work of student helpers during lunch hours, may assist in training of new employees in food service operations as needed
- Cleans school kitchen facility and puts away supplies, performs periodic cleaning of ovens and cabinets
- Washes trays, plates, utensils, pots/pans, and serving equipment
- Operates a variety of equipment such as can opener, convection ovens, ovens, calculator, computer
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Proper use and care of kitchen, cafeteria, and food serving utensils and equipment
- Proper food storage methods and procedures
- Basic arithmetic including addition, subtraction, multiplication, and division

- Proper food handling techniques and kitchen sanitation and safety precautions
- Basic computer and software experience
- Bilingual Spanish desired

ABILITIES TO:

- Understand and follow both oral and written instructions in English an independent manner
- Effectively apply proper sanitation and safety requirements associated with food preparation and serving
- Operate assigned food equipment in a safe and effective manner
- Efficiently heat, set-up, and serve food
- Accurately count, make change and perform mathematical calculations using basic arithmetic
- Maintain routine computer records related to food service operation
- Organize, coordinate, and prioritize assigned tasks to successfully meet timelines
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL ABILITY TO:

- Stand continuously throughout the work day
- Walk, bend, twist and turn frequently
- Lift and carry up to 25 pounds throughout the day
- Assist in lifting and carrying 25 pounds to 50 pounds
- Push and pull dollies of food
- Reach at all levels, primarily between shoulder and waist
- Use both hands and wrists for both fine and gross manipulation and grasping
- Speak, hear, smell and see
- Crawl and kneel rarely in cleaning situations

MAY REQUIRE POSSESSION OF:

- A valid and appropriate California Driver's license, including a safe driving record

EDUCATION AND EXPERIENCE:

- Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above
- High School Diploma /GED.

WORKING CONDITIONS:

- Kitchen and school cafeteria/snack bar environment; subject to noise, crowded conditions, prolonged standing and heavy lifting of food and related equipment.

Board Approved: November 3, 1998
Board Revised: November 20, 2002
Board Revised: March 11, 2009*
Board Revised: June 15, 2021 (Job Title only)

*Affects employees hired after date of approval.