

**CLASS SPECIFICATION
Food Service Assistant I**

GENERAL PURPOSE

Under general supervision, performs routine food preparation and food service duties in support of an elementary school's nutrition center activities, including setting up serving areas, assisting with routine food preparation, serving food, cashiering, washing dishes and cleaning and sanitizing the nutrition center; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Food Service Assistant I's are responsible for assisting in the daily activities of nutrition centers at elementary schools, performing routine food service, preparation and cleaning duties. Incumbents are responsible for ensuring nutrition centers are maintained in a clean and sanitary condition, setting up serving areas and measuring food portions to ensure each child receives a balanced, healthy meal.

Food Service Assistant I is distinguished from Food Service Assistant II in that incumbents in the latter class perform duties in support of nutrition centers at middle schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Prepares food and condiments by slicing, heating, counting, weighing, measuring, cupping, cutting, slicing and scooping into serving size portions; trays and warms food in the oven; thaws food; wraps baked goods, sandwiches and other foods; prepares sandwiches; prepares special meals and sack lunches; opens and closes the nutrition center and ensures that it is secured; pulls inventory needed for each meal.
2. Sets up and prepares serving areas; sets up and replenishes hot food areas; fill warmers with food to be served; assembles plates, bowls, napkins and utensils; trays and counts food prepared; prepares trays and pans.
3. Records the quantity of food used for each meal; counts and stocks the milk cooler; counts leftover food and beverages and stores them in the pantry or freezer; fills and wraps food containers; assists with receiving, checking, counting, recording and storing deliveries; assists in conducting daily and monthly inventory; may record cooler and food temperatures to ensure compliance with state and federal regulations; may place orders for food.
4. Performs general cleaning duties to ensure nutrition centers and equipment are clean and sanitary; washes, dries and puts away center equipment, utensils and appliances; cleans and sanitizes work areas, carts and coolers; sweeps and mops the kitchen and pantry.
5. Prepares serving carts and other equipment for sale at specific sites outside of the nutrition center; takes out and sells from food carts; transports food on campus; returns food and equipment to the nutrition center.

6. Serves students, staff and faculty at lunch lines and carts; performs cashiering duties, including collecting money, making change and watching children at the computers to ensure they enter the correct student number and that they are only served once.

OTHER DUTIES

1. Attends meetings and in-services as requested.
2. Acts as back-up for Lead Food Service Assistant I's in those individuals' absence.

QUALIFICATIONS

Knowledge of:

1. Basic methods of food preparation and service, including safe and proper temperature of heated foods.
2. Federal and state health and safety regulations as they apply to food preparation and service.
3. Basic methods used in cleaning and sanitizing kitchen equipment, utensils, appliances and facilities.
4. Basic kitchen utensils, equipment and appliances and methods of use.
5. Methods and practices of sanitary food-handling.
6. Techniques of routine record-keeping and inventory.
7. Safe work practices.
8. Personal hygiene requirements applicable to assigned work responsibilities.

Ability to:

1. Prepare and serve food effectively under time constraints in a fast-paced environment.
2. Operate standard kitchen machines and equipment safely and efficiently.
3. Operate a cash register, count money and make change.
4. Monitor and keep records of food temperatures, quantity of food used and serving portions.
5. Communicate clearly and effectively orally and in writing.
6. Understand and follow oral and written instructions.
7. Use tact, discretion and courtesy in dealing with students and teachers.

8. Establish and maintain effective working relationships with District staff, faculty, students and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and six months of experience preparing and serving food in a food service operation; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

A current County approved Food Handler's Certificate.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employees stoops, kneels, bends, crouches or crawls, climbs or balances and lifts up to 35 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District faculty, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee works in an elementary school nutrition center, and the noise level can be loud.

Board Approval 1/23/2014