

**CLASS SPECIFICATION
Lead Food Service Assistant I**

GENERAL PURPOSE

Under general supervision, plans, organizes and oversees school site kitchen/cafeteria operations at an elementary school; participates in food preparation and service; supervises and provides lead work direction to assigned nutrition staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Food Service Assistant I's are responsible for planning, organizing and overseeing the activities and operations of an elementary school kitchen/cafeteria. Incumbents are responsible for the preparation and distribution of food in an assigned school site kitchen/cafeteria. Incumbents determine quantities of food to be ordered and/or prepared and adjust food quantities as needed to ensure all students are able to receive a healthy, well-balanced meal.

Lead Food Service Assistant I's are distinguished from Lead Food Service Assistant II's in that incumbents in the latter class are assigned to school site kitchens/cafeterias in middle schools and are responsible for overseeing the work of a larger number of staff and a greater variety and number of student meals on a daily basis.

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. Plans, organizes and oversees the operations of an elementary school's kitchen/cafeteria; reviews District prepared menus; calculates, forecasts and plans meals; prepares a variety of reports and records including, sales, requisitions, daily reports and production sheets; confers with managers regarding cafeteria needs, issues and menu changes; plans and organizes daily work load among staff; prepares day-end procedures; makes requests for substitutes; opens and closes the nutrition center and ensures that it is secured; calls in work orders.
2. Trains and provides lead work direction to assigned nutrition services staff; records daily attendance information; assigns work duties for assigned center staff; provides input regarding performance of assigned staff.
3. Requisitions and places orders for food and goods; receives, checks, counts, records and stores deliveries; conducts daily and monthly inventories; maintains inventory records and ensures they are current and correct.
4. Prepares food by counting, weighing, measuring, cupping, cutting, slicing and scooping into serving size portions; pans, trays and warms food in the oven and serves food; puts food in warmers; thaws

food; wraps baked goods, sandwiches and other foods; determines appropriate quantities of food and adjusts orders accordingly; pulls inventory needed for each meal; sets up and prepares serving areas; sets up and replenishes hot and cold food areas; assembles plates, bowls, napkins and utensils; prepares meals and packed lunches for various off-site school programs; prepares meals for special needs children.

5. Records the quantity of food used for each meal; counts leftover food and beverages and stores them in the pantry or freezer; records cooler and food temperatures to ensure compliance with state and federal regulations; maintains records of daily food usage and meals served.
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; counts monies and prepares daily deposits; gets change for cash registers.
7. Performs general cleaning duties to ensure kitchen/cafeteria and equipment are clean and sanitary; washes, dries and puts away equipment, utensils and appliances; cleans and sanitizes work areas, carts and coolers; sweeps and mops the kitchen and pantry.

OTHER DUTIES

1. Attends meetings and in-services as requested.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of overseeing and supervising a nutrition service operation.
2. Methods of quantity food service preparation, serving and storing, including safe and proper temperature of heated foods and methods of preparing and serving food in large quantities.
3. Federal and state health and safety regulations as they apply to food preparation and services.
4. Methods used in cleaning and sanitizing kitchen equipment, utensils, appliances and facilities.
5. Standard kitchen utensils, equipment and appliances and methods of use.
6. Methods and practices of sanitary food handling.
7. Methods of storing equipment, materials and supplies.
8. Techniques of record-keeping and inventory.
9. Safe work practices.
10. Personal hygiene requirements applicable to assigned work responsibilities.

Ability to:

1. Organize, coordinate and oversee nutrition center operations at an elementary school.
2. Provide lead work direction and training to assigned staff.
3. Prepare and serve a variety of large quantities of food efficiently and effectively under time constraints in a fast-paced environment.
4. Follow, adjust and extend menu orders and make proper substitutions as needed.
5. Operate standard kitchen machines and equipment safely and efficiently.
6. Monitor and keep records of food temperatures, quantity of food used and serving portions and prepare reports.
7. Operate a computer using word processing, spreadsheet and other business software.
8. Communicate clearly and effectively orally and in writing.
9. Understand and follow oral and written instructions.
10. Use tact, discretion and courtesy in dealing with sensitive situations.
11. 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; at least three years of progressively responsible experience in institutional food preparation and serving; and one year of experience as a Food Services Assistant I.

Licenses; Certificates; Special Requirements:

A current County approved Food Handler's Certificate.

A current California ServeSafe certificate.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

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 kitchen/cafeteria, and the noise level can be loud.

Board Approval 2/15/2007

Effective 7/1/2007