JOB DESCRIPTION

JOB TITLE: Food Service Assistant

Job Family: Food Services

Range: 8

Job Purpose Statement/s: The job of "Food Service Assistant " is done for the purpose/s of assisting in the preparation and sales of food items in a school cafeteria and/or speed line unit(s) and to maintain food service equipment and facilities in safe, clean and sanitary condition. May be assigned to a food preparation kitchen, snackbar, or to a satellite serving kitchen where they have the responsibility to serve food, perform all cashier/ticket sales functions and clean kitchen and serving areas.

Essential Job Functions:

* **Assists** in the preparation, packaging and serving of food.
* **Washes** dishes and kitchen equipment
* **Assists** in requisitioning, receiving and storage of foods and supplies.
* **Assists** in maintaining proper care of equipment and sanitation of the kitchen.
* **May** act as cashier, collecting money, making change and counting totals.
* **Assists** in the preparation of foods such as sandwiches, salads, salad dressings, entrees, snack foods and desserts.
* **Portions** food into individual servings per established guidelines; wraps and/or packages food items for snack bar/speed line sales.
* **Slices,** assembles, mixes, stirs, blends and/or measures a variety of ingredients used in food preparation activities.
* **Sets** up serving counters/lines, food carts and food warmers with appropriate food items and supplies as assigned.
* **Sweeps** and mops floors; cleans serving counters, food containers, beverage machines, french fryers and other food service equipment and machines.
* **Washes** trays, plates, utensils and serving equipment.
* **Packages** and stores leftovers.
* **Performs** cashiering duties; operates a cash register or uses a cash box, adds total to be charged, receives money, makes change and collects meal tickets.
* **Inventories** food on hand after meals/service, restocks food items and supplies as needed.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in district inservice programs.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience in food preparation, serving and basic kitchen activities is desirable.

* **Skills, Knowledge and/or Abilities Required:**

  Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment.

  Knowledge of modern methods of food preparation, health codes and sanitation principles.

  Abilities to stand for prolonged periods, understand and carryout oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation.

* **Education Required**: Equivalent to completion of tenth (10th) grade.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Drivers' License.

* **Other**: Appropriate Food Handler Permit.