JOB DESCRIPTION

JOB TITLE: Food Service Assistant: Headstart

Job Family: Food Services

Range: 8

Job Purpose Statement/s: The job of "Food Service Assistant: Headstart" is done for the purpose/s of being responsible for preparation of the midday meal service and to maintain food service equipment and facilities in safe, clean and sanitary condition, under the supervision of the Program Technical Assistant.

Essential Job Functions:

* **Assists** in the occasional preparation of food.
* **Assists** in the serving of food.
* **Assists** in the requisition, receiving and storage of foods and supplies.
* **Assists** in maintaining proper care of equipment and sanitation of kitchen.
* **Assists** other Headstart/State Preschool employees and/or works with volunteers to ensure that food is served on time and in a safe and sanitary manner.
* **Portions** food into group services.
* **Sets** up classroom serving units, food carts and food warmers with appropriate food items and supplies as assigned.
* **Sweeps** and mops floors; cleans serving counters, food containers, refrigerator, warming oven and other food service equipment and machines.
* **Washes** trays, plates, utensils and serving equipment.
* **Packages** and stores leftovers.
* **Transports** food from site-to-site, if necessary.
* **Prepares** monthly snack menu, budget and purchasing.
* **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. Lift and transport quantities of food or ingredients. Operate assigned food service appliances and equipment in a safe and effective manner.
* **Education Required**: Equivalent to completion of twelfth (12th) 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.