

Del Norte Unified School District

Position Description

Position: Food Service Assistant	Salary Range: 107
Department/Site: Food Services	FLSA: non exempt
Reports to/Evaluated by: Director of Nutrition Services	Revised by PC Commission: 3/21/17

Summary

Performs food preparation, portioning, packaging, service, and clean up at a school site that may also serve as a food production facility for remote sites.

Distinguishing Career Features

The Food Service Assistant is the first level in a service-oriented career ladder. Advancement to Assistant Cook requires an ability to operate all food service equipment, prepare food items, and perform basic record keeping. Advancement to Cook/Baker is based on need and the ability to accept leadership over food production, coordinate cooking of food items, and assisting site leadership. Advancement to Food Service Team Leader is based on the experience and ability to plan, coordinate, and oversee the operation of food preparation facilities.

Essential Duties and Responsibilities

- Arranges individually packaged food items along a service line so that students can make easy selection.
- Serves food items according to specified quantities and from established menus. Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.
- Assists with cooking and baking of meat and bread products, operating specialized designated equipment. Prepares pre-cooked and fresh food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays.
- Receives and cleans, slices, cuts, or otherwise portions food items such as, but not limited to fruits, vegetables, frozen and cooked items, used for packaging and ingredients.
- Records food temperatures at regular intervals during heating of food items.
- Serves as a cashier, accepting money and meal cards and assisting in compilation of daily receipts and counts.
- May operate a hand operated snack and/or ala carte service cart. Arranges and sells food items and accounts for cash, point of sale meal counts.
- May enter student information onto databases used for school food service, entering data to established data entry screens.
- Fills and wipes off condiment containers. Restocks napkin and eating utensil dispensers.
- Washes, sanitizes and cleans kitchen equipment, surfaces, and serving areas. Sweeps floors.
- Operates and maintains variety of kitchen equipment.
- Prepares and maintains daily records including food prepared and sold.
- Assembles, counts, and may assist with delivering meals to remote school sites.

- May assist with the preparation and serving of food for special events, banquets and luncheons as assigned.
- Assists with counting inventory and may order food items and supplies to fulfill daily meal requirements.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires working knowledge of food storage and sanitation procedures. Requires working knowledge of kitchen safety and safe work procedures. Requires basic knowledge of food production and/or service line processes. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

- **Abilities**

Requires the ability to perform the essential duties of the position. Requires the ability to sequence food preparation activity in order to serve a variety of food items at the same time. Requires the ability to follow oral and written instructions. Requires the ability to interpret menus and ingredient lists. Requires the ability to work varying shifts and locations. Requires the ability to communicate effectively with students, and to count change. Requires the ability to safely operate all food service equipment.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of medium to heavy weights (under 50 pounds) and occasional lifting of heavy objects over 50 pounds with assistance or with the use of a labor saving device. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials. Requires the ability to carry, push, or pull food trays and carts, reaching overhead and horizontally, and bending at the waist. Speaking and hearing to interact with students and other personnel.

- **Education and Experience**

Any combination equivalent to: Sufficient training and experience to demonstrate the knowledge and abilities listed above.

- **Licenses and Certificates**

A safety and sanitation certificate is preferred May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.

