CORE Butte Charter School

**JOB TITLE:** Food Service Assistant

**DESCRIPTION OF BASIC RESPONSIBILITIES**
Under general supervision, to perform and assist in performing a variety of duties, routine and special, in preparation and serving a variety of foods, including USDA approved school lunch operations. Such duties shall include setting up, cleaning and assisting in cleaning of facilities, equipment and utensils, and daily inventory of food and serving supplies.

**SUPERVISOR:** Food Service Coordinator

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Participate in the preparation of meal times, including preparing recipes and foods being used for meals.
2. Set up serving counters, including trays and other items necessary for serving food.
3. Participate in the preparation and serving of food, use and operation of computer or software system to track the sale of food and beverages, and maintaining the kitchen and food areas in a clean and sanitized manner.
4. Assess leftovers; order items and supplies necessary for next day meal preparation; wrap and store leftovers.
5. Clean serving counters, tables and kitchen areas; wash pots and pans; utilize the dishwasher for cleaning utensils, trays and other miscellaneous dishes.
6. Collect and account for money collected and maintain records of items sold utilizing a Point of Sale system.
7. Put away ordered stock items and leftovers as appropriate.
8. Assist in posting Nutritional Value Charts in areas as assigned.
9. Ensure compliance by following Local, State and Federal regulations.
10. Perform related duties and responsibilities as assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

Knowledge of:
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Basic principles, methods and techniques of inventory maintenance.
- Procedures, methods and techniques of preparing and serving meals.
- Principles of sanitation and personal hygiene applicable to food service and kitchen maintenance, including proper cleaning and sanitizing methods for food service and kitchen areas.
- Basic mathematical principles.
- Use and operation of weighing and measuring devices.
- Proper food handling and storage practices and procedures.
- Occupational hazards and standard safety practices necessary in the area of food preparation and service.
- Modern office practices, methods and equipment.
- Principles and procedures of record keeping and reporting.
Ability to:
• Apply and maintain high standards of sanitation and personal hygiene.
• Follow applicable health and sanitation requirements.
• Work quickly and efficiently in performing a variety of food service duties.
• Accept payments and accurately make change.
• Read, understand and follow applicable health and sanitation requirements.
• Learn proper food handling and storage practices and procedures.
• Respond to requests and inquiries from students and school staff.
• Understand and follow oral and written instructions.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
• Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
• Complete required Local, State, and Federal training/certificate programs.
• Effectively manage work time.

EDUCATION, EXPERIENCE AND REQUIREMENTS

– Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: paid or volunteer food preparation and kitchen maintenance experience.
– Complete professional continuing education requirements as mandated by State and Federal regulations.
– Valid California Driver’s License/Proof of insurance;
– TB test clearance;
– Criminal justice and FBI fingerprint processing;

PHYSICAL REQUIREMENTS

– Ability to stand for extended periods of time
– Ability to operate office equipment
– Sufficient mobility to move about an office
– Ability to bend and twist, stoop, and kneel
– Ability to lift up to 75 pounds and team lift weight in excess of 75 pounds
– Ability to carry up to 40 pounds
– Ability to work at a desk, conference table, or in areas of various configurations
– Ability to reach in all directions

Board Approved:  DRAFT - Approval pending August 9th, 2019