
Work Location: Guerneville School
Work Year: 10 month/ 1.00 FTE
Responsible to: Food Service Supervisor
Salary: CSEA Classified Salary Schedule
Benefits: Eligible for District Benefits

JOB DESCRIPTION

Under the direction of the Food Service Supervisor, the Food Services Assistant assists in the preparation of foods; assists in serving on lunch line; does general cleaning of kitchen work areas, equipment and counters; performs regular and sometimes heavy manual labor duties; and does related work as required.

DUTIES AND RESPONSIBILITIES

- Prepares or assists in preparing a variety of main, side dishes, baked goods, and accompanying menu items following production records and recipes
- Cooks and or heats foods; opens cans;
- assembles ingredients in prescribed amounts; dishes up foods on lunch line;
- Cleans serving counters, utensils, trays, and kitchen equipment; sweeps or mops up spills on floors; keeps storage rooms, refrigerators and freezers clean and sanitary;
- Assists in storing and checking foods and supplies; assists in taking inventory.
- Backstops other positions as required.
- Operates kitchen equipment such as, but not limited to electric mixers, slicers, grinders, ovens, stove tops, warmers, and coolers.
- Utilizes kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, and ladles.
- Assists in the monitoring, reduction, and management of food waste.
- Mops floors and disposes of waste according to the Food Services Operating Procedures, OSHA, the State, and County Health Department processes and procedures.
- Following all State and local health department requirements and HACCP based SOPs while performing routine food service activities related to the preparation of meals.
- Packaging and serving of foods; cut, mix, wrap or package foods into appropriate USDA serving portions; thaw items; open cans and packages; prepare pans for cooking and heating; wash fruits and vegetables.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Knowledge in the serving and preparation of foods is desirable; demonstrate dependability and cleanliness
- Preparation and serving of foods; cleaning materials and methods; safety and hygienic practices
- Basic arithmetic calculations and records work, safe working methods and procedures
- Basic computer skills

ABILITY TO:

- Follow oral and written instructions and procedures carefully; assist skillfully in the serving or preparation of foods; coordinate activities and physical duties; perform regular and heavy manual labor duties.
- Work in an efficient manner and be able to prioritize tasks while working within a specific time frame.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Medium Work: Positions in this class perform work which involves the frequent lifting; pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds. Dexterity of fingers and hands to operate kitchen utensils and equipment; bending at the waist, kneeling or crouching to clean assigned areas; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; lifting and carrying moderately heavy objects. Cafeteria kitchen environment subject to heat, noise and odors.

Mobility: Positions in this class require the mobility to stand, stoop, reach and bend;

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Other Conditions: Incumbents may be required to work with harsh or toxic substances.

QUALIFICATIONS AND REQUIREMENTS:

Any combination of education, training and/or experience equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed.

LICENSES AND OTHER REQUIREMENTS:

Valid Manager Training Food Safety Card (Serv-Safe or equivalent)

Employment eligibility includes fingerprints, Tuberculosis and physical clearance.