

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Food Production Assistant, Central Kitchen	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations-Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9801	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 36 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	10-4-2021

**BASIC FUNCTION**

Under the direction of the Food Production Lead, the Food Production Assistant will work in all phases of food production operations in the District’s Central Kitchen. Perform routine food services activities, including but not limited to: overall food preparation, cooking, baking, food packaging, and responsible for overall cleaning and sanitation of an institutional high volume production facility.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Prepare, produce, and assist in food preparation, including but not limited to soups, sauces, meats, vegetables, baking, sandwiches or other foods as specified by menus, recipes, and production records or as directed. **E**

Assist in preparing food using a variety of cooking methods, including but not limited to baking, basting, blanching, braising, broiling, cook chill, sous vide, roasting, sautéing, steaming, and stewing. **E**

Assist in a variety of food preparing duties including but not limited to washing, peeling, cutting, chopping, dicing, mixing, blending, folding, slicing, and breading of food items. **E**

Assemble, portion, unitize, or bag food items for distribution to school sites. **E**

Read and interpret standardized menus, recipes, and safe food practices according to Hazard Analysis Critical Control Point (HACCP), Sacramento County Department of Public Health (SCPH), California Department of Public Health (CDPH), and Sacramento City Unified School District’s foodservice standard operating procedures. **E**

Operate small and large commercial equipment such as combi ovens, convectional ovens, blast chillers, mixers, slicers, choppers, cook chill systems, produce and meat processing equipment, bagging machines, dishwashing machine, and packaging machines following standardized preparation procedures and recipes. **E**

Assist in maintaining kitchen facilities and equipment in a clean, organized and sanitary condition; including but not limited to, prep counters, sinks, food containers, utensils, food racks, carts, storerooms; and deep clean ovens, walk ins, refrigerators, blast chillers and other industrial food service equipment which includes disassembling, sanitizing, and reassembling large equipment parts. **E**

Operate a variety of computer terminals, equipment terminals, software, and product labeling systems. **E**

Monitor and record temperatures of food to assure food safety and quality standards. **E**

Wash, sanitize, and store dishes, pots, pans, kitchen utensils, and equipment as necessary; maintain dish washing area in an organized and sanitary manner. **E**

Use a commercial and industrial dishwashing machine; clean and assemble as necessary. **E**

Maintain commercial laundry room and wash various types of laundry. **E**

Receive, label, rotate, and store food and supplies in accordance with HACCP guidelines. **E**

Maintain open communication and cooperative relationships with others, actively participate in staff training and meetings and support the goals and objectives of the District and the department. **E**

Provide a positive climate of customer service, interaction and communication for our students, District staff, families and our community. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Understand and carry out oral and written instructions. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE**

Any combination equivalent to: high school graduation or general educational development (GED) preferred, a minimum of two (2) years' experience required in a commercial high volume restaurant, hotel, hospital food service, catering or school nutrition program, and/or large scale production or commissary kitchens. Requires six (6) hours of annual continuing education and safety training to meet the USDA Professional Standards for School Nutrition Professionals.

### **LICENSES AND OTHER REQUIREMENTS**

Hold valid California driver's license, and provide proof of insurance; willingness to drive a Nutrition Services vehicle; and employee entrance evaluation (lifting test). Hold a valid California Food Handlers Certificate within two (2) months of hire District provided.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Sanitation and safety practices related to handling and preparing food.
- Proper methods of preparing, cooking, baking, packaging, and serving of foods in large quantities.
- Basic methods for storing equipment, materials, supplies, and rotating of food.
- Standard kitchen equipment, utensils, and measurements.
- Pertinent food service sanitation, health, and safety regulations including HACCP food safety system.
- Read and write English.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record keeping techniques.
- Possesses knowledge and operation of institutional kitchen equipment and appliances according to established safety procedures.
- Follow established safety procedures and techniques to perform job duties, including lifting, pushing and pulling.

**ABILITY TO:**

- Performs basic function of the position.
- Understand and carry out oral and written instructions.
- Ability to use sharp knives, slicers, and objects.
- Ability to read recipes and procedures.
- Work alongside and assist other food production assistants, as assigned.
- Plan and organize work to meet schedules and timelines.
- Communicate effectively, and maintain cooperative and effective working relationships.
- Able to operate all kitchen equipment.
- Lift and carry moderately heavy objects accordingly to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS****SAMPLE ENVIRONMENT:**

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; intermittent noise; and working in temperature controlled environments for extended periods of time.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate knives, kitchen equipment and a computer terminal; carrying, pushing or pulling food trays, carts, materials, and supplies; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; and bending at the waist.

**SAMPLE HAZARDS:**

Exposure to very hot foods, commercial and non-commercial equipment, materials and metal objects; exposure to sharp knives, slicers and other sharp objects; and exposure to cleaning agents and pesticides.