

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Food Service Assistant	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations-Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9802	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 35 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	05-18-06
		<b>HR REVISION:</b>	04-27-12
		<b>CABINET APPROVAL:</b>	10-4-2021

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**BASIC FUNCTION:**

Perform routine food service activities related to the setup of serving areas and the preparation and serving of food in quantity at an assigned District site(s); perform cashiering duties in the sale of food items; assist in other food preparation and catering duties as directed; maintain facilities and equipment in a clean, safe, and sanitary condition.

**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 food service facilities for the serving of food; wash and prepare eating and serving areas; set out food, trays, and beverages according to established procedures. **E**

Assemble items to be served and sold at designated food service area locations; prepare food and transport to other District locations; and maintain appropriate records as assigned. **E**

Prepare food and assemble salads, sandwiches, meats, fruits, vegetables, and other foods. **E**

Operate a dishwasher or hand wash dishes/pots, and wash trays, plates, utensils, and other serving equipment. **E**

Set up and stock food preparation and service lines. **E**

Prepare meals for preschool, children's center, Head Start, after school programs, and various programs as needed. **E**

Assist in maintaining kitchen facilities and equipment in a clean and sanitary condition; including, but not limited to, preparation counters, sinks, food containers, utensils, food racks, carts, and storerooms. **E**

Deep clean ovens, walk ins, BBQ's, refrigerators, and other food service equipment. **E**

Monitor temperatures of food to assure that safety and quality standards are met. **E**

Report unsafe and unsanitary conditions and/or malfunctioning equipment. **E**

Heat, portion, and serve food to students and staff according to established procedures; collect money for meals, and make appropriate change. **E**

Promote and support general nutrition education activities occurring in the classroom; prepare food for demonstration or taste testing purposes for classroom nutrition education activities and special nutrition education events. **E**

Learn to operate a computer, related software, and a cash register; maintain paperwork. **E**

Operate a variety of standard kitchen utensils and equipment. **E**

Lift moderately heavy objects according to safety regulations. **E**

Utilize proper food safety cooling methods of handling foods to be stored; process unused food according to state guidelines. **E**

Assist in breaking down cardboard boxes, separating recyclables, and green waste materials. **E**

Assist other Food Service Assistants as assigned; may be reassigned on an emergency basis; and may drive a District vehicle. **E**

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

Provide a positive climate of customer service in all interactions and communications with students, District staff, families, and community members. **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, and sufficient training and experience to demonstrate the knowledge and abilities listed below.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license preferred; employee entrance evaluation (lifting test).

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Sanitation and safety practices related to handling and serving food.

Interpersonal skills using tact, patience, and courtesy.

Basic math and cashiering skills.

Basic record-keeping techniques.

Proper methods of storing equipment, materials, supplies, and food.

Standard kitchen equipment, utensils, and measurements.

Proper lifting techniques.

Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.

Interact with students, staff, and other customers in a positive manner.

Assist in other food preparation and catering duties as directed.  
Work in a team environment.  
Learn and follow health, safety, and sanitation regulations.  
Learn to operate a computer and related software, cash register, or clicker to count.  
Make change accurately, if required.  
Add, subtract, multiply, and divide quickly and accurately, or use a calculator.  
Understand and follow oral and written directions.  
Communicate effectively, both orally and in writing.  
Maintain routine records.  
Establish and maintain cooperative and effective working relationships with others.  
Lift and carry moderately heavy objects according to safety regulations.  
Plan and organize work to meet schedules and timelines.  
Read and write at a level required for successful job performance.  
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; work with students of various ages.

**SAMPLE PHYSICAL ABILITIES:**

Lift, carry, push, or pull moderately heavy objects; stand and walk for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carry, push, or pull food trays, carts, materials, and supplies; reach overhead, above the shoulders, and horizontally; see to assure proper quantities of food; bend at the waist and knees.

**SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents, pesticides, extreme heat and cold.

*(Former Classification: Food Service Assistant I)*