

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Food Service Assistant II	CLASSIFICATION:	Classified Non-Management (SEIU/Operations-Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0726	WORK YEAR:	Per Diem
DEPARTMENT:	Nutrition Services	SALARY:	Range 29 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	05-18-06
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine food services activities, including but not limited to: prepare food, bake, transport, and serve a variety of foods in quantity at an assigned district summer school site(s) or during intersession, spring and winter breaks; perform other food preparation duties as directed; maintain facilities in a clean, safe, and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

Food Service Assistants I assist in the preparation, catering, and service of food, cashiering, receiving money, and maintaining records of student lunches. Food Service Assistants II work exclusively for the Summer School Program, intersession, or during spring and winter breaks. Food Service Assistants III perform all of the duties of a Food Service Assistant I, as well as the preparation, transport, and catering of food; may lead the food service operation at an assigned K-6 site where a specific entree menu item is offered, and provide work direction to Food Service Assistants I. Food Service Assistants IV prepare and bake food, and transport and cater food for a small high school, K-8 school, or secondary site where multiple entree menu items are offered, and provide work direction to other Food Service Assistants.

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 and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare and assemble salads, sandwiches, meats, fruits, vegetables, and other foods. **E**

Prepare food service facilities for the serving of food; assure that serving lines are properly stocked with adequate food, beverages, and supplies; set out food trays; prepare and serve meals. **E**

Heat, portion, and serve food to students and staff according to established procedures. **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**

Count money, and prepare moneyboxes or cash registers with appropriate amount and denominations of change. **E**

Collect money for meals and beverages sold, and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipted monies; prepare deposits as assigned. **E**

Maintain work areas and serving areas in a clean, sanitary, and safe condition; wash and clean counters and tables; wash and store equipment, pots, pans, trays, and other food service items; lift moderately heavy objects. **E**

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

Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, and other cafeteria equipment as required; operate a computer, related software, and a cash register. **E**

Assist with inventory, and maintain routine records as directed; prepare records of foods cooked and foods left over; assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored. **E**

Assist other Food Service Assistants with cooking and baking activities as assigned.

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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: high school graduation preferred, and training and experience to demonstrate the knowledge and abilities listed below. Sacramento City Unified School District nutrition services experience required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide proof of insurance; willingness to drive a van; employee entrance evaluation (lifting test). Hold a ServSafe Certificate issued by the National Restaurant Association Educational Foundation is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of quantity food service preparation, serving, and storage.

Sanitation and safety practices related to handling and serving food.

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.

Learn and follow health, safety, and sanitation regulations.

Operate a computer/cash register, and make change accurately if required.

Add, subtract, multiply, and divide quickly and accurately, or use a calculator.

Wash, cut, slice, grate, mix, and assemble food items and ingredients.

Understand and follow oral and written directions.

Communicate effectively, both orally and in writing.

Maintain routine records.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Lift and carry moderately heavy objects according to safety regulations.

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

Observe health and safety regulations.

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; drive a vehicle to conduct work if required.

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.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date