

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Food Service Assistant IV	CLASSIFICATION:	Classified Non-Management (SEIU/Operations-Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0733	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 33 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, cater, and serve a variety of foods in quantity at an assigned small high school, K-8 school, or secondary site; perform other food preparation and catering duties as directed; maintain facilities in a clean, safe, and sanitary condition; train and provide work direction to others.

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 bake assigned menu items as required; prepare and combine necessary ingredients as needed. **E**

Prepare and cook multiple menu items, entrees, side dishes, as required, according to recipes. **E**

Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance and nutritional requirements. **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**

Clean food service equipment, utensils, and appliances, and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required. **E**

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

Assist in the processing of meal applications; record amounts of food sold and monies collected as assigned. **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**

Maintain inventory and routine records as directed; prepare records of foods cooked and foods left over; prepare daily and monthly report, and prepare cash deposits; lift and carry moderately heavy objects. **E**

Store unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored. **E**

Assist in other food service areas as needed; collect money and make correct change. **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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: high school graduation, training and experience to demonstrate the knowledge and abilities listed below, and one year experience in quantity food cooking, baking, and preparation.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance; willingness to drive a van; employee entrance evaluation (lifting test). Obtain a ServSafe Certificate issued by the National Restaurant Association Educational Foundation within 12 months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Sanitation and safety practices related to handling, cooking, baking, and serving food.

Methods of adjusting and extending recipes and proper substitutions.

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

Standard kitchen equipment, utensils, and measurements.

Basic record-keeping techniques.

Basic math and cashiering skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

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

Prepare and serve food, and assist in other food preparation duties as directed.

Learn and follow health, safety, and sanitation regulations.

Operate and maintain standard machines and equipment.

Prepare attractive, appetizing, and nutritious meals for students and staff.

Follow, adjust, and extend recipes.

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.

Plan and organize work to meet schedules and timelines.

Lift and carry moderately heavy objects according to safety regulations.

Observe health and 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.

Train and provide work direction to others.

Make change accurately.
Read and write at a level required for successful job performance.
Add, subtract, multiply, and divide quickly and accurately.
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.

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 Title: Food Service Assistant III, Cook/Baker)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date