

St. Helena Unified School District

Position Description

Position: Food Service Assistant I	Position Number:
Department/Site: Food Service	FLSA: non exempt
Reports to/Evaluated by: Manager	Salary Grade: 105

Summary

Performs routine service level duties to assist with food preparation, serving, and clean up at a food production facility and/or various school service cafeterias.

Distinguishing Career Features

The Food Service Assistant I is the first level in a service-oriented career series. Assignments will be at a central production facility or remote site that serves food items. Food Service Assistants II will work on a more independent basis where duties expand from Level I to include recordkeeping, ordering food items and supplies, partial leadership over food service. Food Service Assistants II must attain a safety and sanitation certificate, demonstrate computer data entry skills, and ability to count cash.

Essential Duties and Responsibilities

The Food Service Assistant I is capable of performing work at a central food production facility or school site kitchen, and can be assigned to either or both:

School Site Cafeteria or Equivalent

- Arranges individually packaged and/or portioned food items along a service line so that students can make easy selection. Serves food items according to specified quantities.
- May prepare certain food items such as slicing meats, breads, sandwiches, and salad bar foods. Cuts fruits and vegetables and prepares serving trays. Operates miscellaneous kitchen equipment such as a slicing machine, mixer, and steam, tables, and warming oven.
- May distribute materials and food items to participants in special events. May assist in merchandising, promotion, and catering efforts that support education and school activities.
- May serve as a cashier, accepting money, operating a computer-aided point-of-sale register, and assisting in compilation of daily receipts.
- Restocks food service supplies and food product to meet demand.
- May assist in receiving, storing, and inventorying supplies and food product items.
- Records food temperatures at regular intervals during storage, heating, and service of food items.
- Washes, sanitizes, and cleans kitchen area surfaces, utensils, trays, and serving areas. May sweep floors.

- Receives and cleans, slices, cuts, or otherwise portions food items such as, but not limited to fruits, vegetables, frozen and cooked items, used for packaging and ingredients.
- Assists others in setting up food production and processing machines. Cleans, sanitizes, and arranges machine components. Assists with assembly.
- Learns to, and attends a food production station, assembling, sealing, and stacking standardized portions of food items onto transferable food carriers. Develops skills to maintain pace with acceptable units of production.
- Assembles and may assist with delivering meals to remote school sites.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires basic knowledge of institutional quantity food preparation, utensils, equipment, methods, procedures, and service; weights and measures; and kitchen safety and sanitation. Requires knowledge of safe work methods. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

- **Abilities**

Requires the ability to perform the routine duties of the position under direct supervision. Requires the ability to follow safety and sanitation guidelines. Requires the ability to learn and operate commercial kitchen utensils and equipment and production machines such as, but not limited to, food sealers and slicers. Must be able to follow oral and written instructions. Must be able to count cash and make correct change by adding and subtracting, using decimals and fractions. Requires the ability to learn cashiering duties and to track student status on a computerized point of sales system. Requires the ability to work varying shifts and locations.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires frequent lifting of light to medium (under 50 pounds) and pushing and pulling of heavy objects up to 75 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes that include hot temperatures and cold storage rooms. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

- **Education and Experience**

The position typically requires completion of a high school curriculum and less than one year of experience in a cafeteria or similar food service environment..

- **Licenses and Certificates**

Health screen authorizing the incumbent to work in food service.

- **Working Conditions**

Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.