

St. Helena Unified School District

Position Description

Position: Food Service Assistant II	Position Number:
Department/Site: Food Service	FLSA: non exempt
Reports to/Evaluated by:	Salary Grade: 107

Summary

Operates a stand-alone food service and performs food preparation, packaging/portioning, service, cashiering, data entry, and clean up. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements.

Distinguishing Career Features

The Food Service Assistant II is the second and senior-level in a service-oriented career ladder. Assignments will usually be at a satellite kitchen site, moveable snack/buffet bar, or in a partial leadership role at a production facility. Advancement to Food Service Assistant II requires the ability to independently operate a small food service facility, perform all the services of a Food Service Assistant I at a school site including record keeping and computer data entry, comply with food service safety and sanitation guides, and order adequate quantities to meet daily demand.

Essential Duties and Responsibilities

The Food Service Assistant II is capable of performing prep work at a central food production facility, participating in one or more production phases, or at a limited kitchen.

Limited Kitchen

- Organizes and sequences food preparation and service that includes receiving of food items from a central kitchen, organizing and assigning heating and final prep to other team members, and coordinating service.
- Maintains HACCP food production records, inventory, and ordering documents. Maintains product and supplies in storage and service areas.
- Participates in, and may serve as facilitator for on-site catering events. Prepares and arranges themes, food items, and utensils.
- Prepares and maintains various records and prepares reports on operations and activities including orders, inventory, sales, meals served, and monies collected.
- Prepares and serves pre-packaged food items according to specified quantities and from established menus. Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.
- Arranges individually packaged and/or portioned food items along a service line so that students can make easy selection.
- Prepares 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 table, and warming oven.

- Monitors food products to ensure no out-of-condition food is served. Protects food from contamination. Records food temperatures at regular intervals during heating of food items.
- Serves as a cashier, accepting money and meal cards and assisting in compilation of daily receipts and counts.
- Enters student information onto databases used for school food service, entering data to established data entry screens.
- Operates a hand operated snack and/or ala carte service cart. Arranges and sells food items and accounts for cash, student meal cards, and records of meal counts.
- May participate in nutrition education, merchandising, and promotion activities that include decorating food service areas, bulletin boards, contests, etc.
- May launder linens and other materials requiring special cleaning and handling.

Central Food Prep

- Sets up and sets the pace for food production stations that assemble, seal, and stack standardized portions of food items onto transferable food carriers. Maintains pace with acceptable units of production, quality and schedules.
- Sets up for, and receives, 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.
- Calibrates food production and processing machines for use. Cleans, sanitizes, and arranges machine components. Assembles, adjusts, and tests machines to match processing instructions.
- Assembles, counts, and may assist with delivering meals to remote school sites.
- Assembles, counts meals to match orders, and arranges food carts for delivery to school sites. May deliver meals to school sites and satellite kitchens.
- Assists in receiving, inspecting, storing, and inventorying perishable and durable food items and supplies.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires working knowledge of food storage, safety, and sanitation procedures. Requires working knowledge of kitchen/production facility safety and safe work procedures. Requires working knowledge of food production line processes. Requires sufficient arithmetic skills to add, subtract, and use decimals and

fractions to count cash and make change, compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. 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 essential duties of the position. Requires the ability to independently maintain and use a kitchen or one or more production environments. Must be able to understand and follow Food Service policies, procedures, rules and regulations. Must be able to orient and train fellow food service staff, perform basic recordkeeping functions, and complete routine food service reports. Must be skilled in operation of commercial kitchen equipment used for preparing and serving portioned foods and/or production equipment used for portioning and packaging food items. Requires the ability to sequence food preparation activity in order to serve a variety of food items at the same time. Requires the ability to follow oral and written instructions. Requires the ability to interpret menus and ingredient lists. 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 medium to heavy weights (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. 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 a High School diploma plus formal training in meal planning, sanitation, record keeping, and general cafeteria organization and 2 years of experience in institutional cooking in an education or equivalent setting.

- **Licenses and Certificates**

May require a valid driver's license. Requires a food service Safety/Sanitation Certificate authorizing incumbent to work in Child Nutrition programs at a school site and in contact with students.

- **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.