

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Title:	Food Services Assistant II	FLSA Status: Non-Exempt, Hourly
Pay Program:	Classified Staff	Pay Schedule: Unit C, Food Service
Reports to:	Sous Chef /Food Service Manager	Pay Range: Grade 2
Prepared/Revised Date:	Spring 2016	Work Year: 10 months

SUMMARY: Works with the Production Sous Chef and Production Cook receiving food and supplies, working as assigned to do production food preparation, transport pack outs, dish machine and pot washing sink operations, inventory and storage organization and general kitchen cleaning as part of maintaining a safe food production and service environment in the Regional Production Center. FS Assistant II is also responsible as assigned for recordkeeping duties with regard to temperature recording, inventory counting, and production record maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Job Tasks Descriptions
1. Understands and is able to communicate the philosophy of the BVSD Food Services Program and on a daily basis helps to deliver information to the school population about the food, the sources of the food, the recipes and the overall program.
2. Participates in the preparation of ingredients according to the planned menu and prescribed recipes.
3. Participates in maintaining the production flow by operating dish machine, pot washing area and maintaining an organized storage of all pans, utensils, storage containers and other small wares and equipment used in the production facility.
4. Participates in the proper receiving, storage and inventorying of all foodstuffs, paper, chemicals and supplies, according to the BVSD FS Department Standard Operating Procedures.
5. Ensures the freshness of all prepared items by implementing the proper rotation of food items prepared, properly wrapping and labeling, prepared food items, and preparing only the amounts of food items as assigned.
6. Participates and maintains the cleanliness and sanitation of all kitchens, cafeteria and storage areas under the auspices of FS Department, including, but not limited to, walk-ins, refrigeration, freezers, dry storage and FS site office areas.
7. Records and maintains temperature logs for equipment, food production and food transport, as outlined in the BVSD FS Standard Operating Procedures and in compliance with the National School Lunch Program.
8. Uses and maintains institutional food service equipment such as slicers, ovens, mixers, and commercial dishwashers.
9. Fosters District commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment.
10. Reads and responds to all emails, reads FS newsletters, establishes positive relations with internal and external customers, including students, staff, and school administration, parents, and community members.
11. Performs other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma, completion of G.E.D., or equivalent
- Over one year, and up to and including **two years'** experience in large scale Food Services.

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LEICENSES, REGISTRATIONS, OR CERTICATIONS:

Special Licenses, Registrations, or Certifications (Use additional space in margins if required.)	Required At Entry?	Must acquire after ? months (Indicate # of months)
1. Pass FS On Line training Assessment		By completion of probationary period
2. Must obtain ServSafe Certificate		When offered upon hire and every 5 years thereafter.
3. A criminal background check is required for hire.	Y	
4. Offer contingent upon passing a post offer physical.	Y	

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Basic oral and written communication skills
- Intermediate English language skills
- Intermediate interpersonal relations skills
- Basic math and accounting skills
- Basic personal computer, keyboarding and word processing skills
- Basic customer service and public relations skills
- Intermediate critical thinking and problem solving skills
- Intermediate organizational skills
- Ability to manage confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions.
- Ability to understand and follow all HACCP Standard Operating Procedures
- Ability to stand for extended periods of time
- Ability to lift up to 50 lbs on a frequent basis

MATERIALS, AND EQUIPMENT OPERATING KNOWLEDGE:

Special Equipment Operating Requirements (Use additional space in margins if required.)	Required At Entry?	Must acquire after ? weeks/months (Indicate # of wks/mths)
1. Must be able to perform tasks on computers and peripherals at time of hire.	Y	
2. Math Test	Y	
3. Must have working knowledge of commercial large scale kitchen equipment prior to hire.	Y	

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

Reports to: Official Title: Sous Chef /Food Service Manager Job Code _____

SAFETY TO SELF AND OTHERS:

**Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others.
Report all unsafe working conditions.**

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SAFETY EQUIPMENT

- Sturdy shoes with oil resistant and non slip soles required
- Food thermometer required (provided)
- Food handler's gloves required (provided)
- Protective gloves for dishwashing required (provided)