

JOB DESCRIPTION

Job Title: Food Service - Assistant II

Original Date: December 2005

Revised Date: May 2013

February 2021

Reports to: Food Service – Supervisor

Department: Food Services

Supervises: None

Basic Function and Scope of Responsibilities:

The job of the Food Service Assistant II is done for the purpose of operating the school food service program. Preparing and serving meals to students, operating the Point of Sale, collecting and handling cash, and cleaning the kitchen and cafeterias in accordance with District policies and procedures, local health regulations and ongoing requirements.

ESSENTIAL FUNCTIONS:

- Assembles snacks for students as necessary.
- Assists in checking quality, quantity, and accuracy of all deliveries.
- Assists in contacting parents regarding student account funds and transactions.
- Assists in meal service including setup, serving, and cleanup as necessary.
- Assists in monitoring kitchen and cafeteria areas for sanitation, and health standards.
- Assists in monitoring kitchen and cafeteria areas to promote a safe environment.
- Assists with inventory, and storing food and kitchen supplies following HACCP principals.
- Assists with preparing food and beverage items (e.g. sandwiches, salads, precooked meals, etc.) for the purpose of meeting mandated nutritional requirements and project meal requirements.
- Attends safety and training meetings as required.
- Collects and accounts for all cash in accordance with cash handling procedures.
- Collects and takes trash to dumpster as necessary.
- Opens and closes daily operations (paperwork) and submits daily cash report.
- Operates breakfast and lunch lines including student data input and cash receipts.
- Prepares accurate records of cafeteria monies and meals served.
- Records daily count of free, reduced, paid, and adult meals.
- Sweeps and mops kitchen and cafeteria floors including use of automatic floor scrubber.
- Washes kitchen and cafeteria dishes as necessary.
- Performs other duties as may be assigned.

Reasonable accommodations may be made to individuals with disabilities.

***EDUCATIONAL REQUIREMENTS:** *(R) if required or (P) if preferred*

- High school diploma or equivalent (R)

***EXPERIENCE, AREA(S) OF STUDY, AND/OR LICENSURE(S):** *(R) if required or (P) if preferred*

- Food Service Worker Certification (R)
- Working knowledge/prior experience in food service operations (P)
- Prior Cashier Experience (P)

***KNOWLEDGE, SKILLS AND ABILITIES:** *(R) if required or (P) if preferred*

- Ability to multi-task (R)
- Ability to operate kitchen equipment (i.e. including, but not limited to, slicers, scales, mixers, etc) (R)
- Good customer relation skills (R)
- Knowledge of health standards and hazards; safety practices (R)
- Must be able to speak, read, and write in English (R)

*Such alternatives to the above as the Board may find appropriate and acceptable.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

The usual and customary methods of performing the jobs functions require the following physical requirements: exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. The physical activities include: stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

WORKING CONDITIONS:

- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions: No effective protection from weather.
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

TERMS OF EMPLOYMENT:

FLSA: Non-Exempt, 9-months

Salary and employment terms based on the Classified Hourly Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.