

SUNNYVALE SCHOOL DISTRICT

May 2016

CLASS TITLE: FOOD SERVICES ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor perform routine food service activities such as preparing large amounts of food (hot and cold), serving food to students and staff assist with requisitioning, receiving and storing of food and supplies; maintain food service areas and kitchen in a clean and sanitary condition, and serve as a Cook/Manger when assigned.

ESSENTAIL DUTIES

Prepare, cook, bake and serve food, prepare sandwiches, salads, wash, cut, grate, and mix and put food items together; heat and serve food to students and staff according to set procedures for quality and quantity of food served.

Check for the correct cooking and holding temperatures for all foods served and record in HACCP log.

Maintain work areas and serving areas in a clean, sanitary and safe condition; assure compliance with kitchen sanitation and safety procedures and regulations; clean preparation surfaces and food service appliances.

Perform routine cashiering duties, collect lunch tickets, receive and count money, make correct change and use a computer to record sales.

Perform required inventories, estimate food and supplies needed, requisition, receive, and store food and supplies according to set procedures.

Count and record the amount of food served and left-over, check expiration dates for milk and discard containers as needed and maintain all records according to set procedures.

Operate dishwasher, wash trays and other serving dishes, and operate ovens, stoves and other kitchen equipment. Clean kitchen equipment according to set procedures and operate a touch screen computer.

Train and provide work direction and guidance to assigned staff and student assistants; assign and monitor the behavior of students using the kitchen; and serve as a lead over assigned service staff.

May assist in the preparation of the dinner program.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing and serving foods in large quantities.
Food handling policies, procedures and regulations.
Standard kitchen utensils and equipment.
Sanitation practices related to handling and serving of food.
Proper lifting techniques.
Basic math and cash register skills.
Basic record keeping.
Using tact, patience and courtesy with others.

ABILITY TO:

Help in the preparation, cooking, baking, and service of foods at school site.
Wash, cut, slice, grate, mix, and put together food items.
Follow, adjust and extend recipes.
Help with requisitioning, receiving and storing of food and supplies.
Keep work areas, serving areas and equipment in a clean, sanitary and safe condition.
Perform duties in a safe and sanitary manner.
Operate a variety of standard kitchen utensils and equipment.
Keep correct records.
Understand and follow oral and written directions in English.
Maintain good working relationships with others.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and two years of experience in the preparation and serving of food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Valid Safety and Sanitation Certificate

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor environment.
Subject to heat from ovens.
Subject to cold from walk-in freezer and refrigerator.

PHYSICAL DEMANDS

Standing for extend periods of time.
Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials, and supplies, up to 25 pounds.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above the shoulders, and horizontally.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information.
Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Cold from walk-in freezer and refrigerator.

Exposure to very hot foods, equipment and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and the California School Employees Association.