

SUNNYVALE SCHOOL DISTRICT

May 2016

CLASS TITLE: FOOD SERVICES ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, participate in quantity preparation and serving of foods to students and staff at an assigned school site; assist in maintaining food service facilities in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Food Services Assistant I performs routine food service activities at an assigned site including cashiering duties, cooking and baking large quantities of food.

ESSENTIAL DUTIES:

Participate in the preparation, cooking, baking and service of food at an assigned school site; prepare breads, salads, dressings, vegetables and assemble various ingredients as assigned; wrap and reheat food items according to established procedures.

Prepare food service facilities, snack bars and carts for the serving of food; assure that serving lines and carts are properly stocked with adequate food, beverages and supplies.

Heat, portion and serve food to students and staff according to established procedures; wash, cut, slice, grate, mix and assemble food items and ingredients.

Maintain work areas and serving areas in a clean, sanitary and safe condition; clean preparation surfaces and food service appliances.

Operate dishwashers and wash trays, plates, utensils, and other serving equipment.

Stock condiments, food items and paper goods; maintain a variety of records related to inventory including daily beginning and ending snack bar inventory and weekly inventory.

Perform routine cashiering duties; collect meal tickets; receive and count money and make correct change; balance cash drawer, use of computer to record sales and prepare related records.

Operate an electric slicer, mixer, ovens, stove and other kitchen equipment.

May assist in the preparation of the dinner program.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard kitchen utensils and equipment.
Sanitation practices related to the handling and serving of food.
Basic math and cashiering skills.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

ABILITY TO:

Assist in the preparation, cooking, baking and service of foods at an assigned school site.
Wash, cut, slice, grate, mix and assemble food items and ingredients.
Maintain work areas, serving areas and equipment in a clean, sanitary and safe condition.
Perform duties in a safe and sanitary manner.
Establish and maintain effective and cooperative working relationships with others.
Operate a variety of standard kitchen utensils and equipment.
Perform routine cashiering duties.
Maintain routine records.

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 extended 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 Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.