

**FOOD SERVICE ASSISTANT III**

**DEFINITION**

Under the direction of the Director, Child Nutrition/Food Services assist in quantity preparation and serving of hot and cold foods to students and staff, maintain food service facilities, equipment, and utensils in a clean and sanitary condition at a comprehensive high school or central kitchen that also serves as a transport site.

**Distinguishing Characteristics**

The Food Service Assistant I is the entry-level classification who assists in the preparation and serving of hot and cold foods, to include the storage of such food and point of sale duties to record food sales at the assigned school site(s). The Food Service Assistant II performs more complex duties to include determining the correct quantities of food to prepare and cook, while adjusting recipes as needed. The Food Service Assistant III works as sites that transport meals to other sites and/or prepare food for distribution to District programs and approved program sites.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Food Service Operations Supervisor and Lead Food Service.

**REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)**

Cook and bake a variety of foods in large quantities including main dishes, breads and desserts at an assigned school site; prepare food in the correct quantities for distribution to other district schools and approved program sites (E).

Forecast and determine appropriate quantity of food items to prepare. Calculate, adjust, and extend recipes as needed, accurately measure and weigh ingredients; maintain food quality standards of appearance, flavor, and nutritional requirements (E).

Prepare and serve food at an assigned school site; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods (E).

Assist in operation of snack bar by monitoring food and supplies, estimating quantities needed, and preparing snack bar items (E).

Maintain food service facilities, equipment, and utensils in a clean and sanitary condition. Clean serving counters, tables, chairs, food containers, and other food service equipment. Sweep and mop floors to assure safety. Operate a dishwasher and manually wash trays, pots, pans, and serving equipment and utensils (E).

Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods (E).

Prepare salads, sandwiches, and packaged foods. Mix, slice, grate and chop food items; open cans; replenish containers. Wrap or package items (E).

Prepare foods for special needs diets. May include but not limited to using blenders to puree food items, scales and different serving utensils and packaging (*E*).

Stock food and supply items. Assist in storage, inventory, and rotation of supplies (*E*).

Assist in the receipt, storage and rotation of food items and supplies in storage areas; assist with meal counts and inventories as directed. May prepare orders for food and supplies (*E*).

Train and provide guidance to other food service professional as needed. (*E*).

Operate food service equipment such as but not limited to ovens, warmers, slicers, packaging equipment, can openers, and carts (*E*).

Operate a computer and perform cashiering and POS duties such as taking meal counts, collecting money and tickets, providing correct change (*E*).

Complete and maintain records such as production records, transport record, meal counts, and sales reports (*E*).

Communicate with students, staff, and parents to exchange information (*E*).

Attend assigned trainings in district (*E*).

Maintain various records related collected monies, daily food production and assigned activities (*E*).

Train and provide work direction and guidance to assigned personnel (*E*).

Maintain regular and prompt attendance in the work place (*E*).

Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Advanced quantity food preparation including washing, cutting and assembling food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment and utensils.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Oral and written communication skills.
- Basic record-keeping techniques.

### Ability to:

- Cook and bake a variety of foods in large quantities at an assigned school site.
- Prepare and serve hot and cold menu items to students and staff.
- Clean, sanitize, and maintain food service equipment and facilities.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.

- Communicate effectively in English both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Operate a cash register or computer POS and make change accurately.
- Maintain routine records.
- Meet schedules and time lines.
- Plan and organize work.
- Perform mathematical calculations.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Meet physical demands and requirements of the position.

Education and Experience:

Completion of twelfth grade or equivalent. Any combination of education, training and/or experience equivalent to two (2) years of experience in quantity food preparation or service. Completion of course and passing exam for Certified Food Manager within three (3) months after appointment. Incumbents must maintain a valid food handler card.

License or Certificate:

First Aid and CPR certificates must be obtained within sixty (60) days from date of hire  
 Certified Food Manager

**WORKING CONDITIONS:**

Environment:

Food service environment.  
 Subject to heat from ovens.  
 Must wear closed toe shoes and adhere to dress code.

HAZARDS:

Heat from ovens.  
 Exposure to very hot foods, equipment, and metal objects.  
 Working around knives, slicers or other sharp objects.  
 Exposure to cleaning chemicals and fumes.

Physical Demands:

Employees in this position must have/be able to:

- Standing for extended periods of time.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Dexterity of hands and fingers to operate food service equipment.
- Reach overhead, above shoulders and horizontally.
- Frequent forceful grasping.
- Walk and bend at the waist, kneel or crouch.
- See to monitor food quality and quantity.
- Occasionally lift and/or carry up to 50 pounds to waist height for short distances.
- Push or pull up to 75 lbs for short distances.

Salary Placement:

CSEA 821

Range 28 Salary

207 Work Days

CSEA 821 Approval: 12/07/18

Board Approval: 12/11/18