

Magnolia School District

FOOD SERVICE ASSISTANT I

DEFINITION

Under general supervision, to perform routine and general level classification in the Food Service Assistant series; incumbents perform, manual and multi tasks in food service functions and activities in scratch cooking, serving, and cleaning large quantities and varieties of lunch and snack foods; maintain food services facilities and equipment in a safe, clean, orderly and sanitary manner; performs regular and sometimes heavy manual labor duties; to assist in the preparation, scratch cooking and serving of food; adheres to menu, and standards; assists Food Service II; perform related work as required or assigned

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists in maintaining a clean, safe, sanitary and organized kitchen;
- Operates dishwasher, oven, and washes trays, plates, utensils, and other equipment;
- Participates in portion control;
- Rotation and storing of foods, supplies and materials within HACCP regulations;
- Assists in setting up serving line;
- Serves food to students and faculty, maintain food quality standards; assures proper temperatures;
- Maintain flow of foods from ovens to serving areas to assure timely service;
- Acts as cashier on a computer system, and does related paperwork;
- Complies simple tallies assists in training student workers in the serving of meals, as well as the cleaning of serving counters and tray room;
- Rotation is normally required, so all employees will learn lunch and food service tasks;
- Assists in cooking, serving and cleaning with general supervision;
- Helps assure menus and components meet the requirements for the reimbursable meals at point of sale as specified by the U.S. Department of Agriculture and the State of California;
- Follows approved housekeeping and safety practices (HACCP) to assure that sanitary and safe conditions are maintained in the kitchen and food service areas;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Food service equipment;
- The proper handling and storage of foodstuffs;
- Safety and sanitation requirements; HACCP
- Offer versus Serve; Federal and State lunch, snack program requirements, scratch cooking;
- Basic arithmetic calculations and simple record keeping procedures
- Assists receiving of food and proper storage; HACCP
- Passes district Food Service Test

Ability to:

- Operate food service equipment; safely and efficiently;
- Understand and carry out oral and written instructions;
- Correct food temperatures and danger zones; HACCP
- Collect and make change accurately; basic math;
- Operate technological tools effectively; (PDA & Computers)
- Use of proper phone etiquette;
- Meet schedules and time lines; work efficiently during rush conditions;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.
- Comply with current local, state and federal food service regulations and laws.

Experience:

- One (1) successful year experience in quantity food preparation, scratch cooking in a commercial, institutional or school setting;
- Any combination of training and experience that could likely provide the desired knowledge and abilities;
- Some paid or volunteer experience in the serving and preparation of foods is desirable, scratch cooking; demonstrate dependability and cleanliness.

Education:

- High School graduation or equivalent;
- Post-secondary Education – Preferred;
- Possess and maintain current valid Safety and Sanitation Certificate required;
- New hires must possess and maintain current valid Safety and Sanitation license within four (4) months for job requirement;
- Pass a rigorous District test related to the field applied.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. For heavier items, assistance is required.
- Persons are regularly required to talk or hear and taste and smell.
- Depending on the work location, this assignment may involve standing, most of the time, but will involve reaching overhead, above shoulders, involve walking, bending, squatting or sitting for brief periods.
- Persons performing this service will work in a noisy kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food at proper temperatures.

- This assignment will result in frequent exposure to cleaning chemicals and fumes.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate food service related equipment and handle and work with various materials and objects are important aspects of this job.
- Depending on the work location, this assignment may involve standing most of the time, but will involve walking, bending, squatting, or sitting for brief periods.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 21

Revised: 4/15/74; 6/28/82; 4/26/99; 4/17/07; 6/20/13; 5/20/14; 6/30/16

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
