

## Natomas Unified School District

## Position Description

Position: Food Services Assistant I	Position Number:
Department: Food Services	FSLA: NE
Reports to: Director of Food Services, or Designee	Salary Grade: 6

### **Summary**

Performs routine service level duties to assist with food preparation, serving and clean up at various school kitchens or satellite sites.

### **Distinguishing Characteristics**

This is an entry level regular position in the food service career ladder and requires assignment at a school site. Advancement to Food Services Assistant II requires 2080 hours of fully competent performance at level I, successful passing of the HAACP test, and have the ability to perform all of the requirements of the level II. Key requirements level II are to independently carry out food services duties at a remote site or to run a snack bar.

### **Essential Duties and Responsibilities**

- Serves food items according to specified quantities.
- Fills and wipes off all condiment containers. Restocks napkin and eating utensil dispensers. Serves and prepares institutional quantities of food items from established menus.
- May prepare certain food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays.
- Restocks and wipes down condiment containers and utensil locations.
- Washes, sanitizes and cleans kitchen area surfaces and serving area. Sweeps floors.
- May launder linens and other materials requiring special cleaning and handling.
- Organizes and handles prepared foods at snack bar locations.
- May serve as a cashier, counting money, and assisting in completion of relevant food service reports. The Coordinator is required to perform this duty.
- May assist with inventory and food service deliveries.
- Operates miscellaneous kitchen/cafeteria equipment such as slicers, mixers, french fryer and ovens.
- Washes and sanitizes kitchen equipment.

- Assembles meals for delivery to remote school sites.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Basic knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; and kitchen safety and sanitation.

- **Abilities**

Must be able to perform the routine duties of the position under direct supervision. Must be able to follow oral and written instructions. Must be able to add and subtract, using decimals and fractions.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

- **Education and Experience**

The position typically requires completion of a high school curriculum and less than one year of experience in large quantity food preparation and serving. Additional experience may substitute for education.

- **Licenses and Certificates**

Health screen authorizing the incumbent to work in food service.