

Natomas Unified School District

Position Description

Position: Food Services Assistant III	Position Number:
Department: Food Services	FLSA: Non-exempt
Reports to: Director of Food Services	Salary Grade: 10

Summary

Oversees and/ or assists supervising kitchen activities at a self-contained middle school location. Performs a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Oversees food preparation and cooks meals in large quantities for potentially several school sites. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements.

Distinguishing Characteristics

This position represents the first level of leadership over food service employees. While many of the day to day activities are the same, the second level requires additional background and supervision of a significantly larger food service staff in at an intermediate or high school setting with a larger student population.

Essential Duties and Responsibilities

- Plans, prioritizes and assigns work to food service staff at a middle or equivalent school.
- Provides and coordinates training of food service staff. Works with employees to correct deficiencies.
- Prepares and maintains various records and reports on operations and activities including inventory, personnel, sales, meals served, monies collected, requisitions, daily reports, work schedules and production sheets.
- Recommends and assists in the implementation of department goals and objectives. Implements policies and procedures.
- Participates in the preparation and administration of assigned budget. Monitors expenditures and makes budget recommendations.
- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Monitors the serving of hot lunches to students and teachers. Participates in the preparation of main dishes, baked goods and other food items.
- Assures cleanliness and maintenance of equipment and food service supplies.
- Inventories and orders food items and supplies.

- Performs a variety of food service duties as needed to assure timely preparation and service. Operates a variety of kitchen/cafeteria equipment and machines, including slicers, choppers, steamers, mixers, ovens, and dishwashers.
- Follows established menus when possible and revises menus as needed.
- Attends meetings related to the food service operation.
- Counts money and completes daily reports.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires a thorough working knowledge of institutional quantity food preparation, methods, procedure and service. Requires considerable knowledge of catering, business record keeping, nutrition, and kitchen sanitation. Requires sufficient human relations' skill to communicate specific information and to achieve a harmonious work setting. Requires sufficient math skills to compute sums, portions, weights, and quotients.

▪ **Abilities**

Must be able to perform all of the essential duties of the position under general guidance. Demonstrated ability to independently maintain and monitor a kitchen environment. Must be able to understand and follow District Food Service policies, procedures, rules and regulations. Must be able to orient and train food service staff and perform basic book keeping functions and complete mandated food service reports. Must be skilled in operation of commercial kitchen equipment. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Must be able to learn, understand and apply safety and sanitation regulations. Must be able to reconcile daily money transactions and keep records.

▪ **Physical Abilities**

Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift 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**

High School diploma plus post high school course work in meal planning, nutrition, sanitation, business administration, cafeteria management dietetics or related field. Additional experience may substitute for education. Requires a minimum of 3 years of experience in institutional cooking in an education or equivalent setting.

▪ **Licenses and Certificates**

Requires valid California Driver's License and certificate of completion of a safety/sanitation course.

