

FALLBROOK UNION HIGH SCHOOL DISTRICT
FOOD SERVICE ASSISTANT III
Position Description

BASIC FUNCTION:

Under general supervision, plans, organizes, coordinates, manages and participates in the food service program; assures the timely and efficient preparation and serving of food in large quantities; calculates, orders and prepares appropriate quantities of food; maintains a variety of records; trains, directs work and provides evaluation feedback for assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assign and monitor the work of food service workers, substitutes and students workers; train subordinates in food preparation, cleanup, sanitation, and the use of commercial kitchen equipment and appliances; assist in developing, assigning and adjusting schedules and work assignments to assure conformance to establish food service schedules
- Plan, organize, direct and participate in the preparation and/or serving of foods; in accordance with planned menus and student participation estimates, including assembling, cooking, baking, grilling, frying and /or packaging a variety of foods in quantity. (e.g. dressing, spaghetti, chili, nacho cheese, baked goods, gravy, sliced meats, sandwiches, salads, grated cheese, desserts, etc.) .
- In conjunction with the Food Service Director, makes routine and emergency decisions in response to food spoilage, non-delivery of food, shortages and other situations.
- Develop, follow, test, adjust and extend or shorten recipes utilizing available food items, while considering student preferences and adhering to governmental regulations and available menus.
- Estimate and order appropriate quantities of food and supplies in accordance with written menus
- Receive, inspect and properly store food and supplies. Ensure that food items are rotated, labeled, and stored according to local health department and HACCP guidelines and procedures.
- Train, oversee and participate in temperature controls of refrigerators, freezers and food items.
- Oversee and participate in cleaning equipment and work areas to assure that appropriate cleanliness and sanitation standards are maintained according to local health department and HACCP guidelines and procedures
- Monitor site for safety compliance; complete work orders and communicate safety concerns to the Food Service Director.
- Oversee and participate in the periodic inventory of food and supplies. Maintain accurate inventory records.

- Set up cash terminals for cashiering functions; perform cashier duties; reconcile cash drawers; document overages/shortages; prepare money for deposit and complete daily cash reconciliation records.
- Input data into the computer; prepare and maintain a variety of records, including food and supply orders, menu production records, cash reconciliation forms, bank deposits and safety forms.
- May assist in collecting monies owed to the district.
- Review menus and provide input to the Food Service Director regarding workloads, equipment needs, recipe development and compliance, participation and other food service operations.
- Work with the Food Service Director and site staff on ideas to encourage student participation in the school food service program.
- Communicate with administrators and site staff regarding special site activities and/or catering events.
- Participate in District in-service programs.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of: Methods and materials used in preparation and serving of food as well as standard sanitation and safety practices; procedures related to the preparation, serving and transporting of food and use standard commercial kitchen equipment, utensils and measurements. Ability to perform basic math, including calculations using fractions, percent, and/or ratios; read and understand recipes and manuals; communicate effectively with others and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to perform the functions of the job include:

- Methods and procedures used in the quantity preparation, cooking, serving, storage and inventory of food;
- Basic principles of work leadership;
- Governmental regulations pertaining to food groups, portion control and container sizes and appropriate substitutions;
- Procedures related to ordering, receiving and storing foods
- Operation of commercial cooking equipment
- Basic personal computer operations
- Record keeping practices

Ability to: perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions; work independently and/or with others in a wide variety of circumstances; analyze data; operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups. Specific ability-based competencies required to perform the functions of the job include:

- Plan, coordinate, organize, manage and participate in food preparation and serving duties.
- Operate commercial kitchen equipment
- Oversee and assure proper cleaning and sanitation of the kitchen facility, serving areas and equipment
- Determine appropriate quantities to prepare according to participation estimates
- Order food and supplies
- Complete and maintain complex records accurately
- Operate a personal computer and learn to utilize specific nutrition program software
- Perform basic mathematical calculations
- Work independently and make both routine and emergency operational decision with minimal direction
- Gather and evaluate data to exercise sound judgment in planning and organizing work
- Perform assigned duties in an organized and efficient manner in accordance with established timelines
- Be flexible and able to adapt to changes in routine and duties
- Establish and maintain cooperative and effective working relationships and rapport with administrators, co-workers, school staff, students, parents, vendors and others
- Train, provide work direction and monitor and evaluate the work of others
- Obtain and maintain a Manager Food Handler Certificate.

Working Environment:

This job is performed in a school site and kitchen environment and includes both indoor and outdoor settings; has demanding deadlines; is subject to frequent interruptions and extensive contact with students, staff, parents, the public community and outside agencies; includes occasional contact with upset individuals; requires working for extended periods of time; requires frequent use of computer keyboard, mouse and other technological devices, and requires working with kitchen equipment with moving parts. Work is performed in extreme temperatures, (hot and cold), with sharp knives and slicers, and cleaning and sanitizing agents.

Physical Requirements:

The usual and customary methods of performing the job's functions require the following physical demands:

- Walking and standing for extended periods of time.
- Vision to read a variety of fine print materials and monitor work areas.
- Sufficient dexterity of hands and fingers to operate kitchen equipment, computer keyboard and other office equipment and grasp, push and pull heavy equipment and objects (e.g., food and serving carts, storage racks, materials, supplies) weighing up to 100 pounds.
- Sufficient mobility, flexibility and dexterity to work and maneuver in confined areas.

- Sufficient stamina to perform moderate to heavy manual labor on a daily basis.
- Hearing and speaking to exchange information.
- Kneeling, twisting, climbing, crouching, squatting, balancing, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store food and supplies and in the performance of food service functions during entire work shift.
- Strength and stamina to lift items and regularly transport cases of milk, food boxes and trays, and other objects weighing up to fifty (50) pounds.
- Generally, the job requires 10% sitting, 20% walking, and 70% standing.

Experience and Education Required:

High School diploma/GED is preferred. Any combination of training and experience that demonstrates the knowledge and ability to perform the typical duties in food preparation, sanitation, safety and supervision and at least one year of increasingly responsible experience in quantity food preparation. Quantity food preparation in institutional or school food service is desirable. Demonstrate cleanliness, good health and a willingness to work. Free from communicable disease.

Candidates for this position must possess either a valid Food Handler's Certification issued by the county Health Department, or a valid Serve Safe certificate, or equivalent, at the time of application. Following employment, candidates who do not possess a Serve Safe certificate, or equivalent, must obtain one by the completion of the probationary period. A valid California class C driver's license is required.

<u>Working conditions:</u>	School kitchen environment
<u>Supervisor:</u>	Food Services Director or designee
<u>Work Year:</u>	9.5 Months per year
<u>Salary:</u>	Range 7
<u>Overtime Status:</u>	Non-Exempt