

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR FOOD SERVICE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare and serve hot and cold menu items to students and staff at an assigned school; maintain the kitchen and food service areas in a safe, clean and orderly condition; train and provide work direction to staff at an assigned food service location.

#### **DISTINGUISHING CHARACTERISTICS:**

The Senior Food Service Assistant classification performs more complex food service production and preparation. Incumbents in this class may be assigned to lead food service personnel, training and providing work direction to staff at a food service location. The Food Service Assistant classification performs basic and routine food service activities at an assigned site.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversee and participate in the preparation, production and serving of main dishes, bakery products and other dishes according to menu specifications; observe quality and quantity of food served according to established procedures; assure proper temperature of foods.

Assure compliance with kitchen safety and sanitation regulations; maintain food quality standards including appearance and nutritional requirements.

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items; set-up, replenish and maintain cleanliness of student and staff food service areas as needed.

Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed.

Train and provide work direction to assigned food service employees; monitor the performance of staff in production, preparation and serving activities. Provide input to the Director and Supervisor regarding employee performance.

Determine quantities required for food and supplies needed for operation; stock food service supplies according to established procedures; coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing foods.

Inventory food supplies and equipment according to established procedures; order food service supplies; maintain related records.

Operate a variety of equipment and machines used in a school cafeteria.

Perform cashiering duties; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected.

Perform other duties related to cafeteria sales and the operation of the point of sale computer, including printing reports and preparing bank deposits.

Monitor the behavior of students utilizing the cafeteria.

**OTHER DUTIES:**

Assist with coordinating food service operations for catering, luncheon and other special events as assigned.

Prepare menu items from scratch in the preparation of main dishes, bakery items and other dishes as directed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sanitation and safety practices related to cooking and serving food.

Basic math and cashiering skills.

Record-keeping techniques.

Methods of preparing and serving food in large quantities.

Operation of food service equipment.

Rules and regulations pertaining to health and safety in the cafeteria.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Oral and written communication skills.

**ABILITY TO:**

Operate food service equipment safely and efficiently.

Maintain food service equipment and areas in a clean and sanitary condition.

Prepare and serve food in accordance with health and sanitation regulations.

Prepare appetizing and nutritionally balanced meals.

Assure that food items are prepared, served and stored properly.

Operate a cash register or point of sale computer; and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Understand and follow written or oral directions.

Maintain records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience in the operation of school cafeterias and preparing and serving food.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor kitchen environment.

Subject to heat from ovens.

**PHYSICAL DEMANDS:**

Standing for extended periods of time.

Lifting and carrying moderately heavy objects.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Walking.

Dexterity of hands and fingers to operate food service equipment and a cash register.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor students and food quality and quantity.

**HAZARDS:**

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.