

FALLBROOK UNION HIGH SCHOOL DISTRICT

Food Service Assistant II

Position Description

BASIC FUNCTION

Under general supervision, performs a variety of responsible food service activities for distribution and serving of foods to all areas of the district; catering, special events and offsite locations; trains and oversees subordinates; calculates and prepares appropriate quantities of food and maintains accurate records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the supervision of, and perform responsible duties in preparation, cooking, baking, grilling, frying and/or packaging of a variety of foods in quantity. (e.g. dressing, spaghetti, chili, nacho cheese, baked goods, gravy, sliced meats, sandwiches, salads, grated cheese, etc.)
- Prepare food items in accordance with prepared estimates, standardized recipes, production plans and printed menus. Weigh, measure, slice, grate, assemble, chop, mix, wrap and pack hot and cold foods to be served and/or dispatched. Operate a variety of commercial food service equipment
- Ensure that food items are properly rotated, labeled and stored; cleans pots, pans, utensils, work areas and equipment and maintains food preparation and serving areas in accordance with established health department and HACCP guidelines and procedures.
- Count, tally and record served, discarded, and left over food items.
- Take and record refrigeration, freezer and food temperatures according to health department guidelines; take action as necessary to ensure product quality and food safety.
- Estimate quantities of food and supplies required. Assist in ordering, receiving, and storing of foods and supplies.
- Train, monitor and participate in the operation of a variety of nutrition center equipment and appliances; troubleshoot and report faulty equipment and facility repair needs as necessary; lift moderately heavy objects according to safety regulations (up to 50 lbs.). May be asked to submit work orders.
- Set up serving areas and place food or a la carte items for display. Replenish serving areas and prepare additional food as needed.
- Serve all customers promptly and courteously; use correct portion sizes; ensure food items are attractive and appealing; maintain appropriate food temperatures.
- Perform cashier duties; operate computerized cash management system; receive money from students and staff.
- Participate in training staff and students in a variety of duties.
- Maintain a variety of records, including the daily menu production inventory, cash deposits, meals sold, cashier assignments and other records as required.
- May assist with daily cash reconciliation duties; count, record, balance and bag money; prepare deposit slips and daily cash reconciliation. Secure cash in assigned location.
- May assist the FSA III in other required paperwork as needed.
- If assigned, serves as lead in the absence of the FSA III.
- Participate in district in-service programs.
- Supervise and assist students in food preparation, cashier duties, cleaning and sanitation, use of equipment and utensils related to work area.
- Assist with scheduling and work flow; may assist with scheduling to cover absences
- Relieve and/or replace FSA III during absences or in peak times.
- Perform other duties as assigned

QUALIFICATIONS

Knowledge of: Methods, materials and procedures used in the preparation, cooking, serving, storage, transportation, storage and inventory of food and supplies; standard sanitation and safety practices; operation and maintenance of commercial kitchen equipment, utensils and measurements; governmental standards relating to regulations and requirements of school meal program. 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.

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 and 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, 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; perform basic mathematical calculations; work independently; make routine and emergency operational decisions with minimal direction; perform 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, direct and monitor the work of others and obtain and maintain a Serve Safe manager food handler certificate.

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 and safety and at least six months 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 at the time of application. Following employment, candidates who do not possess a Serve Safe certificate must obtain one by the completion of the probationary period. A valid California class C driver's license is required.

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 one hundred (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 perform food service functions during entire work shift; strength and stamina to lift items and regularly transport cases of milk, food, supplies and other objects weighing up to fifty (50) pounds. Generally, the job requires 20% walking, and 80% standing. Demonstrate evidence of cleanliness, good health and be free of communicable diseases.

Work 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.

SUPERVISOR: Director of Food Service, or designee
Work Year: 9.5 months per year
Salary: Range 3
OVERTIME STATUS: Non-exempt.

Board Approved: 9-23-2019