

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: FOOD SERVICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties involved in preparing and serving food for special education students; clean kitchen equipment, utensils, and facilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties involved in preparing and serving food for special education students; take special measures in preparing and serving portions of food for students with special needs including chewing and swallowing limitations, texture tolerance, and allergies.

Prepare, portion, and serve a variety of foods for school lunches including salads, desserts, and baked goods; assist in the preparation of main dishes; thaw, reconstitute, and pre-cook food as necessary.

Assemble ingredients in accordance with lunch instructions; make appropriate substitutions when food items are not available.

Maintain work area, kitchen utensils, and food service equipment in a clean and sanitary manner; rinse trays and other table service utensils; load and unload the dishwasher.

Assist in packaging foods for lunches for off-site programs; assist in assembling portioned foods for on-site groups; count and assemble table service for daily lunch programs and other programs as needed.

Operate and maintain food service equipment including steamer, dishwasher, grinder, slicer, and mixer.

Assist in taking inventory; assist in receiving, marking, stocking, and rotating food and supplies in freezers, refrigerators and shelves.

Verify and record daily lunch count for production; determine number of meals necessary; determine number of special meals necessary to accommodate students with special diets.

Attend and participate in staff meetings and in-services activities.

OTHER DUTIES:

Train and oversee student workers in a variety of areas including work methods, techniques, and the use and operation of equipment as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard kitchen equipment, utensils and measurements.
Sanitation and safety practices related to cooking and serving food.
Basic food preparation including washing, cutting and assembling food items.
Methods of preparing foods and serving food in large quantities.
Nutritional requirements of school-aged children.
Weighing and measuring devices used in cooking.
Basic math.
Safe work practices.
Basic record-keeping techniques.

ABILITY TO:

Learn to operate kitchen equipment used in quantity food preparation.
Operate standard kitchen equipment safely and efficiently.
Maintain food service equipment and areas in a clean and sanitary condition.
Wash, cut, slice, grate, mix and assemble food items and ingredients.
Prepare and serve food in accordance with health and sanitation regulations.
Follow, adjust and extend recipes.
Prepare appetizing and nutritionally balanced meals.
Assure food items are prepared, served and stored properly.
Understand and follow oral and written directions.
Read, interpret, and follow rules, regulations, policies, and procedures including applicable health and sanitation requirements.
Establish and maintain cooperative and effective working relationships with others.
Maintain records related to assigned activities.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate kitchen utensils and equipment.
Reaching overhead, above the shoulders and horizontally to reach for ingredients.
Sitting and standing for extended periods of time.
Bending, stooping, kneeling and crouching to retrieve food and kitchen items.
Seeing to read recipes and directions.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects weighing up to 39 pounds.

HAZARDS:

Working around machinery having moving parts.