

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Senior Food Services Assistant

CLASSIFICATION: Classified

REPORTS TO: Food Services Supervisor

BASIC FUNCTION:

The Senior Food Service Assistant is responsible for preparing to cook, and/or bake a variety of foods in large quantities and according to governmental and nutritional guidelines. The Senior Food Services Assistant works closely with support staff and/or students to prepare food and distribute to students and staff during lunch and breakfast/brunch where applicable, and maintain food service equipment and facilities in a safe, clean and sanitary condition. In the absence of production or delivery staff, the Senior Food Services Assistant may fill in as necessary. This position may also be required to perform food delivery services as needed.

REPRESENTATIVE DUTIES:

- ◆ Directs the operation of the kitchen
- ◆ Confers with Supervisor as to quantities and products to prepare
- ◆ Bakes a variety of pastry/bread products effectively adjusting and following assigned standardized recipes
- ◆ Cooks a variety of foods for specific menus
- ◆ Readies food for distribution and/or serving, measuring/cutting proper portion sizes, counting proper quantity of food items, and/or packing food properly for safety and travel
- ◆ Tastes and inspects food to see if properly cooked and seasoned and to insure quality standards are met
- ◆ Checks on adequacy and thoroughness of advance preparation
- ◆ Sets up serving counters/lines with appropriate food items and supplies; may organize service areas
- ◆ Replenishes food items as needed during service
- ◆ Dishes and serves approved portions to students/adults
- ◆ Restocks food items and supplies as needed. Helps supervisor order needed items. Checks in orders received
- ◆ Directs, monitors and trains others in the preparation and serving of foods
- ◆ Performs cashier duties using computerized PANDA system; receives money, and makes change
- ◆ Readies monies for district cashier and schools' change fund

- ◆ Communicates with students and or parents regarding child's lunch account
- ◆ Maintains and prepares routine reports related to meals served and food items received, sold and left over
- ◆ Sends corrections to district for computer adjustments
- ◆ Maintains work area in a clean and orderly condition
- ◆ Assists in maintaining kitchen and equipment in a sanitary and orderly condition
- ◆ Assists in seeing that food and supplies are properly stored
- ◆ Maintains required reports and records
- ◆ Maintains Temperature logs for food and refrigeration
- ◆ Takes weekly inventory
- ◆ Estimates ordering all food and non food supplies for main production kitchen and elementary schools
- ◆ Working closely with elementary kitchen staff to make sure they have the entrees and non food supplies they need
- ◆ Performs related duties as required

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ◆ Basic institutional baking and cooking practices and methods
- ◆ Proper preparation of large quantities of food
- ◆ Proper food storage methods and procedures
- ◆ Standard principles of nutrition, sanitation and safety as it relates to institutional food preparation operations
- ◆ Proper use and care of kitchen, cafeteria and food serving utensils and equipment
- ◆ Food service operation cost control principles

Ability to:

- ◆ Effectively read, interpret and adjust recipes
- ◆ Speak, read, write and follow instruction in English at a level sufficient to perform required duties
- ◆ Prepare a variety of foods in large quantities
- ◆ Effectively apply proper sanitation and safety requirements associated with food preparation and serving operations
- ◆ Portion and service food efficiently and attractively
- ◆ Maintain accurate records and prepare reports as assigned
- ◆ Operate a variety of food service appliances and equipment in a safe manner
- ◆ Plan, organize and coordinate workflow to meet established time constraints
- ◆ Direct and monitor the work of others in a lead capacity
- ◆ Safely and effectively operate quantity food preparation equipment and utensils
- ◆ Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division
- ◆ Accurately make change.

- ◆ Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting heavy cases or standing for prolonged periods of time
- ◆ Lift and carry moderately heavy supplies up to 50 lbs
- ◆ Establish and maintain effective work relationships with those contacted in the performance of required duties
- ◆ Maintain the confidentiality and security of sensitive information
- ◆ Use technology, machines and/or tools appropriate to the position

QUALIFICATIONS:

- ◆ Valid California Driver’s License
- ◆ High School Graduate or equivalent
- ◆ Certificate of food handlers (must keep certificate current)
- ◆ One year cooking/baking experience or equivalent

TERMS OF EMPLOYMENT:

- ◆ 180 day position
- ◆ Salary schedule placement: Level 14 on the current SEIU Salary Schedule
- ◆ Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between SEIU and Livermore Valley Joint Unified School District

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing					X
Walking					X
Sitting		X			
Lifting (to 10 lbs.)				X	
Bending				X	
Twisting				X	
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination				X	
Picking, pinching, fingering				X	
Hearing with both ears:				X	
Near					X
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less				X	
Clarity at 20 feet or more			X		
See up, down, left and right				X	

Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone			X		
Short-term memory recall				X	
Long-term memory recall					X
Reading			X		
Writing			X		

Completion by Human Resources

Board Approval Date –
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input checked="" type="checkbox"/> Revised Salary Placement
Change Effective date: