

FOOD SERVICE ASSISTANT II

Purpose Statement:

The job of Food Service Assistant II is done for the purpose/s of performing a variety of food service operations (e.g. food preparation, servicing, cashiering, cleaning) at various school sites, distributing food items for consumption by students and school personnel and maintaining facilities in a sanitary condition.

Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Assists the supervisor in the oversight and preparation of food and beverage items (e.g. transport preparations, temperature monitoring, etc.) for the purpose of ensuring that department objectives are achieved.
- Assists with physical inventories for the purpose of verifying stock and ensuring availability of supplies needed.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Cleans utensils, equipment, and the storage, food preparation, serving, and eating areas for the purpose of maintaining sanitary conditions and meeting health and safety requirements.
- Collects payments for food items from students and/or staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs for providing nutritional services.
- Cooks food items for the purpose of meeting mandated nutritional requirements and/or projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting mandated nutritional requirements, projected meal requirements and minimizing waste.
- Inspects food items and/or supplies received for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe work environment.
- Performs functions as required of another position within area of responsibility for the purpose of providing overall coverage of food service operations.
- Prepares food and beverage items for consumption at site or for transporting to other locations for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Processes various documentation for the purpose of providing food and money accountability.
- Records equipment malfunctions for the purpose of maintaining equipment in a safe working order.
- Records meal counts for the purpose of providing documentation and/or conveying information for planning purposes to supervisory and management personnel.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the selection and price of meal items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

- Tests prepared food for flavor, appearance and temperature for the purpose of ensuring the acceptance of items by students and staff.
- Trains employees and student workers/volunteers and evaluates job performance for the purpose of achieving success in the food services department.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and utilizing equipment used in food preparation including can opener, scales, Hobart mixer, ovens, steamer, steam pot, slicer, proofer, knives, transport carts, serving tools, etc.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; quantity cooking; and safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working with children; establishing and maintaining effective working relationships and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Physical Exam/TB Screening

Continuing Educ. / Training

3 2-hour "In house" module trainings
Serve Safe course

Certificates & Licenses

None Specified

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 9