

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FOOD PROCESSING CENTER ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Food & Nutrition Services Production, cook, bake, prepare and package food in large quantities at a central kitchen site; assist in coordinating work to meet production schedules; prepare nutritious and appetizing meals following established menus and standards.

#### **ESSENTIAL FUNCTIONS:**

Cook, bake, prepare and package food in large quantities at a central kitchen site; prepare nutritious and appetizing meals following established menus and standards.

Check food products during production and upon completion for conformity with department standards.

Load food onto carts and push carts to food storage area.

Advise the supervisor of performance and production problems and need for supplies; maintain food service machines, grease machines, clean machines and repair machines as assigned; contact appropriate personnel for the repair of food service machines.

Operate food production equipment including mixers, slicers, fryers, ovens, can openers, dishwasher, pallet jack and other equipment as assigned.

Clean and wash dishes, utensils and equipment; maintain work area and tables in a clean and sanitary condition.

Attend in-service meetings as required; comply with relevant sections of government regulations.

Prepare and maintain records related to assigned activities.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods of cooking, baking and preparing food in large quantities.

Food preparation including cutting and assembling food items and ingredients.

Sanitation and safety practices related to cooking and preparing food.

Proper lifting techniques.

Policies and objectives of assigned program and activities.

Basic record-keeping techniques.

Operation of food service equipment.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Prepare food in large quantities.

Operate food service equipment safely and efficiently.

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

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

Maintain basic records and reports.

Establish and maintain cooperative and effective working relationships with others.

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

Meet schedules and time lines.

Understand and follow written or oral directions.

Communicate effectively both orally and in writing.

Work independently with little direction.

Speak, read and write English at a level required for satisfactory job performance.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Move hands and fingers to operate food service equipment.

Reach overhead, above shoulders and horizontally.

Bend at the waist, kneel or crouch.

Use proper lifting methods.

Use proper techniques to push or pull items on rolling rack or cart.

Hear and speak to exchange information.

See to read printed materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: High School diploma or GED and 1 year experience in the preparation and packaging of large quantities of food.

**LICENSES AND OTHER REQUIREMENTS:**

Floor-lift 41 pounds, arm-lift 41 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Central kitchen environment.

Subject to heat from ovens.

**HAZARDS:**

Heat from ovens.

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

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.