

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FOOD AND NUTRITION SERVICES ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and participate in quantity food preparation and serve foods at an assigned site; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; perform cashiering and record-keeping duties; conduct inventory.

#### **DISTINGUISHING CHARACTERISTICS:**

The Food and Nutrition Services Assistant I is the entry-level classification and performs quantity food preparation at a central kitchen site. The Food and Nutrition Services Assistant II performs more complex quantity food preparation at a secondary school. Incumbents conduct inventory, order appropriate food and supplies and assist in maintaining cafeteria records and account for monies collected.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and participate in quantity food preparation and serve foods at an assigned site.

Prepare menu items for cooking and serving including entrees, breads, salads, fresh fruit, vegetables, desserts and snack bar items.

Set up food serving station and serve food to students and staff according to established procedures.

Clean and store dishes, utensils, cafeteria equipment and food supplies; maintain work area in a clean and sanitary condition.

Operate a variety of kitchen equipment including ovens, warmers and carts.

Operate a cash register; accept payments for food and pre-purchased meals; record sales.

Assist in maintaining school cafeteria records, orders and supplies inventories.

Load and unload food service containers as assigned.

Assist with supervision of student help as assigned.

Substitute for Food and Nutrition Services Lead as needed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Quantity food preparation for foods such as basic entrees, breads, salads, fresh and cooked fruit and vegetables, desserts and snack bar items.
- Sanitation practices related to preparing, handling and serving food.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Operation of food service equipment and computerized cash management system.
- Interpersonal skills using tact, patience and courtesy.
- Storage and rotation of perishable food.

**ABILITY TO:**

- Operate food service equipment safely and efficiently.
- Learn rules and regulations pertaining to health and safety in the cafeteria.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Prepare and assemble food items and ingredients.
- Assure that food items are prepared, served and stored properly.
- Operate a computerized cash management system and make change accurately.
- 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.
- 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 and computerized cash management system.
- Reach overhead, above shoulders and horizontally.
- Bend at the waist, kneel or crouch.
- Use proper lifting methods.
- Hear and speak to exchange information.
- See to read printed materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: sufficient training and experience in quantity food preparation and serving to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Floor-lift 41 pounds and arm-lift 41 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service 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.