

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and participate in quantity food preparation at a secondary school including preparation and serving of foods; maintain cafeteria facilities, equipment and utensils in a clean and sanitary condition; perform record-keeping duties; order food and supplies; 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:**

Assist in ordering, storing, preparing and serving menu items.

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, deep fryers and walk ins; operate a vehicle to conduct work.

Assist with the completion and maintenance of accurate records, including money and inventory records; input data into computer and run reports; assist in maintaining school cafeteria records; account for monies collected and balance cash drawers.

Provide high quality food at each point of sale.

Conduct inventory, estimate quantities of food and supplies needed and order appropriately.

Assist with supervision and training of food service staff and student help.

Substitute for Food and Nutrition Services Lead as needed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods of preparing, cooking, baking and serving food.  
Sanitation practices related to preparing, handling and serving food.  
Rules and regulations pertaining to health and safety in the cafeteria.  
Proper lifting techniques.  
Basic math skills.  
Basic record-keeping techniques.  
Operation and safety practices of food service equipment.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan and carry out a large-scale food service program.  
Estimate quantities needed and order appropriately.  
Operate food service equipment safely and efficiently.  
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.  
Maintain records and reports.  
Perform mathematical calculations quickly and accurately.  
Establish and maintain cooperative and effective working relationships with others.  
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.  
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 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: one year of experience in quantity food preparation.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Floor-lift 41 pounds and arm-lift 41 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.  
Subject to heat from ovens.  
Driving a vehicle to conduct work.

**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.