

JOB DESCRIPTION
Grossmont Union High School District

FOOD SERVICE ASSISTANT II

Purpose Statement:

The job of Food Service Assistant II is done for the purpose/s of overseeing the operation of a satellite cafeteria, direct the activities of a crew of food service assistants or cook or bake food utilizing standard recipes; preparing and distributing food items for consumption by students and school personnel; maintaining facilities in a sanitary condition. Incumbents in this classification provide students and staff with clean and sanitary facilities which directly support learning.

This job reports to Director, Food Services

Essential Functions

- Assists in costing food and supplies for the purpose of determining costs for specific jobs.
- Assists in ordering, requisitioning, inventorying, receiving and storage of foods and supplies for the purpose of ensuring the availability of required items.
- Maintains a variety of documents, files and records for the purpose of documenting and/or providing reliable information.
- Maintains food service equipment for the purpose of ensuring equipment is in proper working order.
- Performs functions of Food Service Assistant I (e.g. assembling, preparing and serving food and beverage items, preparing baked goods, cleaning kitchen and food preparation and serving areas, etc.) for the purpose of maintaining efficiency and effectiveness of the work unit.
- Reconciles cash transactions and item counts for the purpose of balancing financial and daily/monthly inventory accounts.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Trains Food Service I staff and may provide input on the performance evaluation of food service staff for the purpose of improving the efficiency and effectiveness of the work unit.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

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; and utilizing equipment used in quantity food preparation.

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 multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: recipe conversion; standardized recipes; sanitation practices; and quantity food preparation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, 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 limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team; communicating with diverse groups; and working with children.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating 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 a continual 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, 30% walking, and 60% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Food Handlers Certification

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 30