

JOB DESCRIPTION
Grossmont Union High School District

FOOD SERVICE ASSISTANT/STUDENT STORE

Purpose Statement:

The job of Food Service Assistant/Student Store is done for the purpose/s of preparing and distributing food items for consumption by students and school personnel and 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

- Arranges food and beverage items (e.g. placing in warming cabinets/drawers, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items for the purpose of securing funds for reimbursement of items selected.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Operates cash register, counts money and inventories all items the student store sells for the purpose of compliance with District requirements.
- Operates kitchen equipment (e.g. hot and cold carts, coffee makers, soft serve machine, smoothie machine, ovens and various hand-held kitchen tools, etc.) for the purpose of serving the students and staff.
- Ordering from vendors, accepting deliveries and rotating stock for the purpose of restocking the store.
- Oversees student workers for the purpose of providing guidance in their job functions.
- Performs general cleaning of store areas (e.g. equipment, dishes and utensils, washing counters, sweeping, mopping, etc.) for the purpose of keeping storage area clean and organized.
- Prepares daily item counts and associated reports for the purpose of providing documentation for items served.
- Prepares the student store for daily operations (e.g. turning on all necessary equipment, wiping down counters, setting up serving areas, re-stocking, putting money in cash registers, organizing, etc.) for the purpose of preparing for daily operation.
- Reconciles cash transactions and item counts for the purpose of balancing financial and daily 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.
- Stocks food, condiments and supplies (e.g. checks for expiration dates, etc.) for the purpose of maintaining adequate quantities and security of items.

Other Functions

- Assists in preparing food items (e.g. main dishes, salads, fruits, sandwiches, cookies, cakes, bread, rolls, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- 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; operating equipment used in quantity food preparation; and preparing and maintaining accurate records.

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

ABILITY is required to schedule activities; 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 specific, job-related data; and utilize specific, job-related equipment. In working with others, 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: following oral and written instructions; perform moderately heavy manual task; operate a cash register efficiently, handle money and make change; follow applicable health and sanitation requirements; learn to operate equipment required to run the student store. May at times be required to wear protective clothing and personal devices to include: hot pads, plastic gloves, hair net and apron.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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 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 0% sitting, 50% walking, and 50% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Food Handler's Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Not Evaluated

Approval Date

6/15/2006

Salary Grade

Unit II 28