



FOOD SERVICE ASSISTANT II

Position Summary

Perform a variety of food preparation, serving, and sanitation tasks of varying complexity. Food preparation is typified by functions such as following a recipe to prepare and cook entrees or other items and assembling sandwiches, salads, and other items. Employees may be assigned to one or more specific work areas, such as food preparation, serving, or cleaning and dishwashing. Work requires the safe operation and use of a dishwasher, garbage disposal, stove, oven, steam table, mixer, and other electrical or mechanical kitchen equipment. Provide subordinate responsibility for administrative aspects of food service, such as taking inventory, ordering items, recording charges and deposits to meal accounts, supporting special events, and preparing and making bank deposits. Performs duties of Food Service Assistant I and other related work as required.

Supervisory Relationships

Daily assignments and oral instructions are provided by a kitchen coordinator. General supervision is provided by a department manager who monitors work performance and safety. May train or give direction to other food service staff, including but not limited to food service assistant, substitute, temporary, and student employees.

Essential Functions

1. Perform all duties of a Food Assistant I classification.
2. Assist with planning for food service operations. Perform all aspects of food services including meal preparation, customer service, sales and outreach, sanitation, safety, and inventory management.
3. Ensure that food preparation is completed within timelines and as scheduled.
4. Ensure all federal nutritional guidelines are met in the food service program; assist in the evaluation of menus for compliance with the USDA Child Nutrition Program requirements.
5. Prepare and cook meal components from recipe; adjust recipes to meet serving needs and projected demands. Includes items typically prepared from scratch and heat and serve items.
6. Support implementation of outreach programs which contribute to increasing participation and nutritional literacy.
7. Under direction, review inventory and order required food and supplies. Provide for the proper storage of supplies and inventories.
8. May perform administrative tasks using both electronic and manual systems, such as records maintenance, recording meals served, accounting for meal account purchases and deposits, accepting cash payments, and preparing and making bank deposits.
9. Assist with maintaining and reporting records in a timely manner and in compliance with all program requirements.
10. Assist with employee training and daily task assignments.

11. Communicate in-person, through email, or over the phone with sometimes frustrated or upset parents or others regarding menus, meal accounts, and other aspects of food service.
12. Attend scheduled meetings or training at the district office or other locations as requested.
13. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of cooking techniques, following menus, scaling recipes, and common food ingredients.
2. Ability to learn and apply state and federal government requirements regarding serving quantities and nutritional components of the subsidized meals program. Ability to accurately judge food quantities.
3. Ability to use a computer and related software for managing meal accounts, accessing recipes and recording production, completing required employment tasks (time reporting, evaluations, or other tasks) and communicating through email and other systems.
4. Ability to instruct and train other workers.
5. Ability to perform safe lifting techniques, including bending, lifting (up to 50 pounds on an infrequent basis and up to 25 pounds routinely), and stocking of food and kitchen supply inventories.
6. Ability to stoop, twist, bend, reach, and grasp with high frequency. Weight ranges of items so handled, routinely up to 25 pounds.
7. Ability to do simple arithmetic computations, counts, calculations, and money changes.
8. Ability to read and follow oral and written instructions.
9. Ability to understand and apply safety and health regulations for school food preparation and commercial kitchen equipment.
10. Ability to adapt to work routines, be flexible in work assignment area, and perform work independent of direct supervision.
11. Ability to establish and maintain effective working relationships with students, parents, co-workers, supervisors, vendors, and others, including during stressful situations.
12. Ability to maintain an appropriate and legal level of confidentiality regarding students, staff, and other individuals.
13. Ability to stand for long periods of time on hard surfaced floors.
14. Ability to maintain good personal hygiene.
15. Ability to maintain regular, predictable, and prompt attendance.

Working Conditions

1. Work is performed in both a fast-paced school kitchen and cafeteria environments with occasional food service outdoors. Work environment may include frequent disruptions.
2. Work environment includes the use of heating and cooking equipment such as ovens and burners.
3. Work also requires lifting of food items up to 50 pounds; manually opening cans, boxes, or other food storage containers; and safe use of sharp equipment such as cutting tools.
4. Requires ability to remain stationary for prolonged periods, position and reposition oneself in restricted spaces, traverse on wet and slippery floors during floor cleaning time and occasionally due to spillage or equipment malfunction.
5. Exposure to hot, humid conditions (such as dishwashing room);

6. Working directly over or near heated food service areas several hours per day; and stocking and storing of such items in either reach-in or walk-in coolers and freezers which may reach below freezing temperatures.
7. Includes exposure to various scents or chemicals related to food, food handling, and cleaning solutions.

Minimum Qualifications

- Requires high school diploma or the equivalent.
- Ability to obtain and maintain an Oregon Food Handlers Card is a condition of employment.
- Any combination of experience and training that demonstrates possession of the requisite abilities.

Preferred Qualifications

- Experience in school food service or USDA Child Nutrition programs
- Experience which included major cooking or baking responsibilities and aspects of quality control, inventory management, technical supervision of other employees, and financial and program record keeping.
- Multicultural experience and bilingual proficiency in world language preferred.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Grade & Schedule	Grade 6 – Student Attendance Days
Developed by	Holly Langan, Support Services Manager
Last revised	June 10, 2019