

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR FOOD SERVICE ASSISTANT CENTRAL KITCHEN

DEFINITION

Under supervision, performs assembly-line deliveries and repetitive duties skillfully and efficiently in packaging foods; does general clean-up duties; and performs other related duties as required or assigned. This position reports directly to the Food Service Manager.

DISTINGUISHING CHARACTERISTICS

Positions in this class receive policy and procedural direction and training from immediate supervisors. Individuals assist in the preparation and service of food to students in a quick and pleasant manner. The job requires responsibility for serving, cashiering and records at a satellite serving school or organizing and operating a smaller snack shop. The incumbent makes decisions that impacts others so must communicate and coordinate services closely with the serving school principal and staff.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs work that involves some sitting and walking but standing a major portion of the time. Incumbents perform work that involves frequent lifting, pushing and/or pulling objects which weigh approximately fifty (50) pounds and may occasionally weight up to one hundred (100) pounds. The position requires the mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Individuals in this class require close and peripheral vision, depth perception and accurate perceiving of sound and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

Working Conditions: Environmental conditions range from temporary exposure to extreme cold in large commercial refrigeration units and freezers, to the heat and vapors of the cleaning and cooking areas. Noise levels can be high. Incumbents may be required to work with harsh or toxic substances, meet strict schedules and deadlines.

ESSENTIAL DUTIES

- Performs assembly-line duties skillfully and efficiently in the packaging of foods for satellite schools.
- Ensures that servings are standard as per specific instructions and procedures.
- Organizes, serves food and does clean-up at satellite schools.
- Supervises part-time workers and/or student helpers.
- Opens and closes down school lunch operation.
- Provides direction and training to part-time workers and students.
- Ensures cleanliness and safety in all operations at the serving school.
- Performs cashiering duties and maintains basic records.

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SENIOR FOOD SERVICE ASSISTANT (CK)

OTHER DUTIES

- Performs clean-up duties of assigned area.
- Organizes and operates a smaller snack shop.
- Participates in district inservice programs, conferences and meeting as directed.

QUALIFICATIONS

Knowledge of:

- Proper methods for serving foods attractively and hygienically.
- Kitchen cleaning materials and methods.
- Health and safety practices.
- Basic principles of organizing work and training helpers.
- Basic record keeping and reporting.
- Effective human relations skills in working and communicating with others.
- Basic English usage, writing and math.
- Safe working methods and procedures.

Ability to:

- Demonstrate leadership in organizing work.
- Train helpers in various routines and safety and health procedures.
- Perform clean-up duties and all related physical tasks required.
- Understand and follow written and oral directions, policies and procedures.
- Keep simple records and make reports as required.
- Establish and maintain good working relationships with those individuals contacted during the course of work.
- Perform basic arithmetic calculations.
- Communicate effectively, both orally and in writing.

TRAINING AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Training and Experience: Educational proficiency necessary to do written communication and basic record keeping. A good work history with a minimum of one (1) year as a Food Service Assistant, Central Kitchen Assistant or any food service or food processing classification.

Other Requirements

Completion of the mandated tuberculosis test and finger printing is required prior to or not later than the first day of work.

License: Some positions may require the possession of a valid California Operator's license and the use of an automobile.

Condition of Employment: Insurability by the District's liability insurance carrier.