

ORANGE UNIFIED SCHOOL DISTRICT

FOOD SERVICE ASSISTANT – SENIOR

DEFINITION

Under supervision, organizes and serves food at satellite schools; supervises part-time workers and/or student helpers, and also personally does serving and clean-up work at satellite school; organizes and operates a smaller snack shop, supervises student helpers, and does clean up; and performs related duties as required or assigned.

Representative Duties

Opens and closes down serving school lunch operations; organizes and serves food at an assigned satellite school; supervises part-time and/or student helpers in serving and clean up duties; personally leads in serving and clean up work; provides direction and training to part time workers and students; insures cleanliness and safety in all operations at the serving school; performs cashiering duties; maintains basic records;

Organizes and operates a junior high or smaller high school snack shop; supervises and trains student helpers; performs and oversees cashiering; orders snack shop supplies; counts cash and makes reports; takes inventory; performs and supervises clean-up; recommends pre-packaged foods to be carried in the snack shop.

Organizational Responsibilities

Positions in the class are distinguished from Food Service Assistant in that this class has responsibility for: a) serving, cashiering and records duties at a satellite serving school, or b) organizing and operating a smaller snack shop.

This class is distinguished from a Food Service-Manager's Assistant in that no food preparation is required.

This class reports administratively to the Food Service Manager at the preparation school, receives policy and procedural direction and training from the District Food Service Office, and coordinates closely with the serving school principal and staff.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience: Equivalent to:

One year of experience in the serving or preparation of foods.

College level units in food service management, and high school background are desirable.

Knowledge and Abilities

Good practical knowledge of: Proper methods for serving foods attractively and hygienically; kitchen cleaning materials and methods; health and safety practices; safe working methods and procedures.

Practical knowledge of: Basic principals of organizing work and training helpers; basic record keeping and reporting; maintaining schedules.

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Ability to: Understand and follow written and oral directions, policies and procedures; keep simple records; perform basic arithmetic calculations; demonstrate leadership in organizing work; train helpers in various routines and safety and health procedures; perform clean-up duties and perform all related physical tasks required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Medium Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend;

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Other Conditions:

Incumbents may be required to work with harsh or toxic substances.