

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION

JCN: 217
RANGE: 122
NON-EXEMPT

FOOD SERVICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor receive food on a daily basis from food preparation center; inventory and prepare food; perform a variety of kitchen tasks involved in beverage and meal preparation; keep kitchen areas and equipment in clean, sanitary and orderly condition; communicate food preparation needs; maintain and adhere to the Child Care Food Program/school facility center or cafe requirements and state or national requirements; perform a variety of support duties related to classroom and program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Adhere to the dietary needs of the children or patrons as communicated by assigned supervisor and/or designee.
- Assist in determining appropriate quantity of food items for warming; maintain food quality standards including appearance, and nutritional requirements.
- Assist with food preparation functions, including but not limited to, setting tables and counters; prepare and distribute family-sized portions to each classroom or individually packaged items to each student as required or assist with food preparation at café as directed; serve food according to established guidelines; store food and supplies; prepare beverages and meals according to menu; prepare substitute items for children on restricted diets.
- Assist with inventory and maintain routine records as directed; prepare records of food cooked and foods left over; assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling food to be stored.
- Assist with mealtime preparation and cleanup, as assigned; assist in monitoring recesses, breaks, assemblies, and playgroup activities, as assigned.
- Ensure all food is safe and of the quality and quantity necessary to meet the needs of the children or patrons of cafe; all food shall be selected, stored, prepared and served in a safe and healthful manner.
- Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.
- Keep inventory shelves clean and orderly.
- Maintain and adhere to: Child and Adult Care Food Program regulations; Community Care Licensing Child Care Centers Title 22, Division 12, Chapter 1, Article 06 101227; state and federal requirements.
- Maintain kitchen and ensure food service areas are neat, clean, and safe.
- Monitor temperatures of food to ensure safety and quality standards are met.
- Operate a wide variety of food service appliances/equipment.
- Operate, disinfect, and sanitize appliances wash dishes, pots, pans, countertops and make sure all are in orderly condition.
- Prepare and heat meals in a timely manner.
- Replenish beverages, commodities, food, and non-food items as needed.
- Work from an established menu, using standard recipes and food production worksheet, prepare food items for serving.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic cooking skills.
- Child care center food service licensing requirements, café requirements, or state and federal requirements.
- Food safety, safe food processing and preserving of raw food products.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Perform mathematical calculations accurately.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Operate a variety of office and restaurant equipment, including but not limited to, a computer and assigned software applications, and a cash register.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Experience working in a food cafeteria/restaurant, with knowledge of food preparation, handling, sanitation and cleaning preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Food Handler card.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Child development center/school environment, café, and/or office, and kitchen environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to hot foods, equipment and metal objects.

- Exposure to sharp knives and slicers.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 06/14/2016

Revised: 11/14/2017; 09/01/2020; 12/14/2023