

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Food Service Assistant

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Manager of Food Services

**RANGE:** 210

**WORK YEAR:** 9 Months

**CLASS:** Food Service

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under general supervision, to participate in the operation of the school food service program and the preparation and service of safe, nutritious, and appealing meals; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by meeting the nutritional needs of students and assuring that they have the energy to function well and focus during instructional time.

**SUPERVISION OVER:** Not Applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Confers with the Food Service Coordinator about quantities and varieties of food items to be prepared.
- Prepares and serves meals for students and staff.
- Follows an established schedule to assure that meals are ready in the proper quantity at the appointed time.
- Participates in setting up food carts, salad bars, and warming units for food service.
- Stocks service areas with food items and supplies as needed.
- Maintains effective sanitation of such things as food, supplies, utensils, and work/storage areas.
- Supervises student workers/volunteers in the Food Service program.
- Operates a cash register, counts money, and balances cash drawer.
- Accepts cash and check deposits and credits student accounts.
- Issues, records, and monitors free and reduced-price meal passes as required by the State Department of Education.
- Observes sanitary/safety violations, fixture/equipment malfunctions, and damages to facilities and reports them to Food Service Coordinator; actively participates in emergency situations and drills.
- Participates in cleaning of food preparation areas, equipment, utensils, and surfaces; stores food and supplies.
- Responds to inquiries from staff, students, and parents, referring the most complex questions and concerns to the Food Service Coordinator.
- Communicates with Food Service Coordinator about inventory needs, student food consumption/waste, potential safety issues, and other topics pertaining to the functioning of the Food Service program.
- Monitors the behavior of students in the food service area and refers them to the appropriate administrator as necessary.
- Assists the Food Service Coordinator in the completion of his/her duties.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- Prior experience working in a public school setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Food handling and safety certification.
- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.****KNOWLEDGE OF\*:**

- Methods, menus, and equipment used in food preparation.
- Sanitation regulations and practices applicable to food production facilities and equipment.
- Basic cost accounting concepts.
- Policies and procedures for free and reduced lunches.
- Proper standards and methods for food storage.
- Proper use of common kitchen appliances, equipment, and supplies.

**ABILITY TO\*:**

- Operate kitchen appliances and equipment.
- Handle money and perform basic math.
- Learn to operate a cash register, computer, and job-related software effectively.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

**WORKING CONDITIONS:****PHYSICAL DEMANDS (With or without the use of aids)\*:**

- Work is performed while in a stationary position to operate a register or serve food.
- Work is performed while moving about the food service area to utilize kitchen equipment, etc.
- Work is performed while positioning self to access products and supplies.
- Work is performed while moving supplies weighing up to 50 pounds across the food service area.
- May require traveling in a vehicle to job assignments.
- Requires the ability to communicate effectively with staff, students, parents, and community members.

- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard and standard kitchen equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Kitchen, snack bar, multi-purpose room, cafeteria, or other indoor area; outdoor environment on campus in variable weather conditions; exposure to non-weather-related hot and cold temperatures; in vehicle traveling to job assignments.