

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: FOOD SERVICES ASSISTANT

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform entry-level duties in support of food service activities for a large self-contained cafeteria or central kitchen to enhance the quality and timeliness of food service operations.

#### REPRESENTATIVE DUTIES:

Prepare and serve appropriate quantities of food for an assigned work station in a timely manner, assuring quality and quantity of foods prepared. *E*

Assemble, clean and prepare a variety of food items such as fruits and vegetables; make salads and prepare fruit cups. *E*

Assemble and prepare sandwiches; slice meats and grate cheese; prepare sauces, salad dressings and other items. *E*

Set up work and serving areas; assure that serving lines are properly stocked with adequate food, beverages and supplies for breakfast, snack and lunch services as appropriate. *E*

Wash, dry, clean and store dishes, pots, pans, utensils, trays and other kitchen equipment; maintain work and serving areas in a sanitary manner. *E*

Monitor and maintain vending machines; order supplies, stock and restock machines; collect money; assure proper working order. *E*

Maintain routine records related to inventory, dollar amount and quantity of items sold. *E*

Operate a variety of kitchen equipment, appliances and utensils in a safe manner. *E*

Prepare food for transport, maintaining appropriate records as assigned. *E*

Serve lunch to students and staff; receive money and make change; assist with counting money at the end of the day as assigned.

Assist other Food Services personnel in cooking activities as assigned.

Store unused food items according to approved health and sanitation standards; receive, store and rotate frozen foods as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Basic methods of quantity food service preparation.

Methods of preparing sandwiches, salads, vegetables and other foods for cooking and consumption.

Proper methods of storing equipment, materials and supplies.

Sanitation and safety practices related to cooking and serving food.

Standard kitchen equipment, utensils and measurements.

Basic math skills.

Basic record-keeping techniques.

##### ABILITY TO:

Perform entry-level duties in support of food service activities for a large self contained cafeteria or central kitchen to enhance the quality and timeliness of food service operations.

Prepare, bake and cook limited types of food in quantity.

Prepare and set-up food for service to students and staff.

Serve food to students and staff according to established procedures. Maintain food service equipment and facilities in clean and sanitary condition.

Operate basic kitchen equipment, appliances and utensils in a safe and efficient manner.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide and make change quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above in serving food in large quantities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Kitchen and cafeteria environment.

**PHYSICAL ABILITIES:**

Standing and walking for extended periods of time, hearing and speaking to communicate with students and food service workers, dexterity of hands and fingers to operate kitchen equipment and cash register, bending, pushing, and moving objects weighing up to 50 pounds.