



## **BERRYESSA UNION SCHOOL DISTRICT Position Description**

**JOB TITLE: Assistant II – Food Service**

### **Essential Job Functions:**

- **Assists** and supports the manager in the operation of a school food service program. maintains high standards of food preparation and service with emphasis on appetizing and appealing meals high in nutritive value.
- **Applies** proper methods of computing food quantities required by prescribed menus.
- **Responsible** for the operation of the facility in the absence of the manager.
- **Effectively** assists other food service personnel at production and serving sites.
- **Assists** in ordering and receiving of food and supplies and maintenance of inventory records.

### **Other Job Functions:**

- **Assists** the manager in food production, packaging, and recordkeeping functions.
- **Serves** as cashier.
- **Completes** and submits required reports.
- **Maintains** high standards of efficiency, sanitation and safety.
- **Works** harmoniously with students, school personnel and public.
- **Follows** written and oral directions.
- **Attends** relevant training classes and workshops.
- **Works** cooperatively with others and performs related duties as assigned.

### **Job Requirements - Qualifications:**

- **Experience Required:** One year of school food service experience required. Experience in baking/cooking and recordkeeping recommended.

**Job Requirements - Qualifications:** (continued)

- **Skills, Knowledge and/or Abilities Required:**

*Knowledge* of principles and methods of quantity food preparation, serving and storage; of safety and sanitation procedures relating to food preparation and serving; of method of computing food quantities required by prescribed menus; of basic nutrition and its application in school meal programs.

*Ability* to perform moderately heavy manual tasks.

*Such* alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Education Required:** High School diploma or equivalent; college level courses recommended are – nutrition, menu planning, safety and sanitation, work improvement and recordkeeping: meets the requirement of the CSFSA certification program.

**Licenses, Certifications, Bonding, and/or Testing Required:**

Criminal Justice Fingerprint Clearance.

**Reports to:** Food Service Manager II or I or Supervisor

**Terms of Employment:** 10 months

**Salary Placement:** Group 32

**Teamster**

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified Personnel and the Teamster Contract.

**Board Approved:** 8/13/96

**Reformatted:** 2/2/04