



FOOD SERVICE ASSISTANT I

Position Summary

Perform a variety of food preparation, serving, and sanitation tasks of limited complexity which can be easily learned. Although some food preparation is part of the job, emphasis is on work routines such as cleaning, sanitizing, stocking, storing, and serving. Food preparation is typified by tasks such as assembling sandwiches, salads, and other meals with limited cooking from a recipe. Employees may be assigned to one or more specific work areas, such as food preparation, serving, or dishwashing. Work may involve the safe operation and use of a dishwasher, garbage disposal, stove, oven, steam table, mixer, and other electrical or mechanical nutrition service equipment. Perform other related work as required.

Supervisory Relationships

Daily assignments and oral instructions are provided by a kitchen coordinator or Food Service Assistant II. General supervision is provided by a department manager who monitors work performance and safety. May train or provide instruction to substitute, temporary, and student employees.

Essential Functions

1. Assemble meals and à la carte servings, such as sandwiches, salads, and pizzas. Clean and slice fresh fruits and vegetables to appropriate portions. Open and prepare canned fruit and vegetables for serving. Shred, slice, dice, and grate foods as required by recipes, menu item, or as part of an à la carte preparation.
2. Heat prepared foods such as soup, potato wedges, burritos, and omelets.
3. Set up and prepare serving areas. Clean and sanitize kitchen and eating areas throughout service day. Wash, sanitize, dry, and put away dishes, utensils, and cooking equipment. Sweep and mop kitchen or other serving and food storage area floors. May clean cafeteria tables.
4. Load, unload, stock, and store food stuff and cleaning supplies to maintain acceptable inventory levels.
5. Fill dispensers and set out milk or other beverages, trays, napkins, straws, condiments, silverware, plates, and other items; set up steam table, salad (offering) bar, and serving area.
6. Serve proper portion of each item, take food and equipment temperatures, and maintain operational logs as requested.
7. May assist with point of sale, assist in recording daily totals of items sold, or record remaining food and supplies after meal service.
8. Assist in training new employees, substitutes, temporary positions and student helpers.
9. Maintain regular and prompt attendance.
10. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to perform safe lifting techniques, including bending, lifting (up to 50 pounds on an

infrequent basis and up to 25 pounds routinely), and stocking of food and kitchen supply inventories.

2. Ability to stoop, twist, bend, reach, and grasp with high frequency. Weight ranges of items so handled, routinely up to 20 pounds.
3. Ability to do simple arithmetic computations, counts, calculations, and money changes.
4. Ability to read and follow oral and written instructions.
5. Ability to use basic technology for email, time reporting, scheduling, and other tasks.
6. Ability to understand and apply safety and health regulations for school food preparation and use of dishwashing equipment.
7. Ability to adapt to work routines, be flexible in work assignment area, and perform work independent of direct supervision.
8. Ability to establish and maintain effective working relationships with students, parents, co-workers, supervisors, vendors, and others, including during stressful situations.
9. Ability to learn and apply state and federal government requirements regarding serving quantities and nutritional components of the subsidized meals program. Ability to accurately judge food quantities.
10. Ability to stand for long periods of time on hard surfaced floors.
11. Ability to maintain good personal hygiene.
12. Ability to maintain an appropriate and legal level of confidentiality regarding students, staff, and other individuals.
13. Ability to maintain regular, predictable, and prompt attendance.

Working Conditions

1. Work is performed in both a fast-paced school kitchen and cafeteria environments with occasional food service outdoors. Work environment may include frequent disruptions.
2. Work environment includes use of heating and cooking equipment such as ovens and burners.
3. Work also requires lifting of food items up to 50 pounds; manually opening cans, boxes, or other food storage containers; and safe use of sharp equipment such as cutting tools.
4. Requires ability to remain stationary for prolonged periods, position and reposition oneself in restricted spaces, traverse on wet and slippery floors during floor cleaning time and occasionally due to spillage or equipment malfunction.
5. Exposure to hot, humid conditions (such as dish washing room).
6. Working directly over or near heated food service areas several hours per day; and stocking and storing of such items in either reach-in or walk-in coolers and freezers which may reach below freezing temperatures.
7. Includes exposure to various scents or chemicals related to food, food handling, and cleaning solutions.

Minimum Qualifications

- Sufficient education to perform tasks requiring mathematical computation, money change and comprehension of written instructions or;
- Any combination of experience and training that demonstrates possession of the requisite abilities.
- Ability to obtain and maintain an Oregon Food Handlers Card is a condition of employment.

Preferred Qualifications

- Experience in institutional food service is preferred.
- Multicultural experience and bilingual proficiency in world language preferred.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Grade & Schedule	Grade 2 – Student Attendance Days
Developed by	Holly Langan, Support Services Manager
Last revised	June 10, 2019