

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SNACK BAR ASSISTANT-HIGH SCHOOL

DEFINITION:

Under the direction of an assigned supervisor, participate in the operation of the snack bar at an assigned high school site; prepare and serve hot and cold food items; maintain snack bar facilities and equipment in a clean and sanitary condition; perform cashiering duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and participate in the operation of the snack bar at an assigned high school site; determine appropriate quantities of food items to meet student needs; assure related food service activities comply with established safety and sanitation requirements.
- Prepare and serve hot and cold food items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; heat, arrange and distribute food items according to established procedures and portion control standards.
- Open and close the snack bar according to established procedures; prepare food service machines for operation; oversee and participate in maintaining snack bar facilities and equipment in a clean and sanitary condition; clean serving counters, food containers and food service equipment
- Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; order, pick up, receive, store and rotate food items and supplies as directed; stock bins with food supplies; conduct daily inventories as directed.
- Perform cashiering duties; operate a Point of Sale System (POS); count money and make correct change; set-up, prepare, balance and verify cash drawers; review and verify receipts; prepare bank deposits as directed.
- Prepare snack bar food items and beverages for distribution; mix and assemble food items; open cans; replenish containers and restock items as necessary.
- Operate standard food service equipment such as ovens, thermometers, can openers, slicers warmers, dishwasher and food service machines.
- Communicate with students and staff to exchange information and resolve issues or concerns; notify students of meal portion and nutritional standards as appropriate.
- Maintain a variety of records and logs related to food items, inventory, sales and assigned activities; prepare routine food service reports.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience in quantity food preparation, serving and general kitchen activities.

Licenses and other Requirements

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.
- Valid and appropriate food service certificate must be obtained within the first sixty (60) days of employment and maintained thereafter.

Knowledge of:

- Quantity food preparation including assembling and heating food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Methods, equipment and techniques used in large-quantity food assembly.
- Oral and written communication skills.
- Applicable USDA Hazard Analysis Critical Control Point (HACCP) and Food Safety laws, rules and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Health and safety regulations.
- Inventory practices and procedures.
- Proper lifting techniques.
- Portion control techniques.
- Operation of a computer, assigned software and Point of Sale System (POS) system.
- Storage and rotation of perishable food.
- Basic record-keeping techniques and inventory techniques.
- Basic math and cashiering skills.
- Proper lifting techniques.
- Record-keeping techniques.

Ability to:

- Oversee and participate in the operation of the snack bar at an assigned school site.
- Prepare and serve hot and cold food items.
- Maintain snack bar facilities and equipment in a clean and sanitary condition.
- Perform cashiering duties and make change accurately.
- Train and provide work direction and guidance to assigned staff and student assistants.
- Determine appropriate quantities of food items to meet student needs.
- Operate standard kitchen equipment safely and efficiently.
- Follow and assure compliance with health and sanitation requirements.
- Store and rotate food supplies in storage areas according to established procedures.
- Conduct daily inventories and order appropriate amounts of food items and supplies.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain various records related to work performed.

DESIRED QUALIFICATIONS:

- Completion of college level courses pertaining to quantity food preparation, food service management, nutrition, sanitation and safety.
- Two years' experience as a nutrition services worker or equivalent experience in quantity food preparation and serving.

WORKING CONDITIONS:

Work Environment:

- Food service environment.
- Subject to heat from ovens.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Sufficient physical ability and stamina to perform moderate physical labor.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved:

Unit Approved: 6/21/99

Board Approved: 6/21/99

FLSA Status: Non Exempt