

# CENTRAL SCHOOL DISTRICT

**Job Title:** Food Service Assistant - Caterer

**Occupational Group:** Food Service

**Reports to:** Director of Child Nutrition

**Pay Range:** 16

**Date of Board Approval:** 11/02/2006

**Work Year:** 11 months

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## **DEFINITION**

Under supervision of the Director of Child Nutrition, perform a wide variety of skilled functions as a substitute for the Food Service department; organize and provide catering and food preparation at flexible days and hours; requisition, receive and store food items and supplies; prepare and maintain a variety of computerized records, inventory and reports; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or its equivalent.
- Certified Professional Food Manager Certificate (to be obtained within twelve (12) months of employment)
- Valid California Drivers License and safe driving record

### **Experience:**

- Two years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or school food service setting.

### **Desired Qualification**

- Supplemental training or course work at the community college level in nutrition, quantity food preparation, menu planning, safety, sanitation, or other closely related areas.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Methods and techniques for preparing, cooking, baking and serving food in large quantities; standard food service terminology, appliances and equipment; sanitation and safety practices; menu planning, nutrition and National School Lunch program requirements; basic mathematical record keeping, money handling and banking procedures; methods and procedures for requisitioning, receiving and storing of food items and supplies; modern office practices and basic computer operations.

#### **Ability to:**

Effectively prepare, package and serve large quantities of food within time constraints; organize, schedule and lead food service personnel; analyze and provide food items and necessary supplies; maintain records and files and prepare clear and precise reports; count money, make change, operate a cash register and keep required records; operate a variety of food processing equipment; perform mathematical calculations; understand and carry out oral and written directions; establish and maintain cooperative and effective working relationships; provide positive customer service.

## **Food Service Assistant - Caterer**

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**ESSENTIAL & REPRESENTATIVE DUTIES** – Duties may include, but are not limited to, the following:

1. Serve as an assistant to the Director of Child Nutrition. **E**
2. Work as a substitute Food Service Worker or Lead. **E**
3. Assist in menu planning and adhere to predetermined menus. **E**
4. Requisition, receive and store food items and supplies. **E**
5. Prepare and serve a variety of foods, at times, independently. **E**
6. Maintain the food service facility and equipment in a clean, safe and sanitary condition. **E**
7. Maintain a calendar of activities and events for catering, presentations and student sample food taste testing. **E**
8. Establish and maintain a variety of computerized files and records. **E**
9. Work with supervisor to provide staff development in current food service practices. **E**
10. Survey, collect and organize information for review by Director. **E**
11. Prepare and calculate costs of catering. **E**
12. Function as a cashier, including the counting of monies and developing cash receipt records. **E**
13. Provide technical input into the performance appraisal of food service workers. **E**
14. Receive and respond to inquiries from district employees and community. **E**
15. Assist in the control or management of inappropriate student behavior.
16. Participate as a member of the Nutrition Advisory Council.

### **WORKING CONDITIONS**

Kitchen or catering environment; subject to driving to off-site locations at flexible days and hours, including occasional evenings, to conduct work; position requires working indoors and outdoors and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases and anti-social behavior.

### **PRE-EMPLOYMENT PHYSICAL EXAMINATION**

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

### **PHYSICAL ABILITIES**

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.