

MONTEREY COUNTY OFFICE OF EDUCATION

FOOD SERVICE PROGRAM ASSISTANT

CLASSIFICATION: Classified

SALARY LEVEL: 31

WORK YEAR:

DEFINITION:

Under the general supervision of the Food and Nutrition Services Coordinator, the Food Service Program Assistant is responsible for the general clerical support for the food services kitchen, functions as a cook and/or baker, assists with the cleaning, sanitation, and kitchen maintenance activities.

SUPERVISOR:

Food and Nutrition Services Coordinator

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Maintains inventory, estimates quantities needed, and creates supply orders according to meal production records
- Assists in developing daily transport records
- Receives and submits receipts and invoices
- Receives, inventories and stores food stuffs and supplies according to legal standards
- Assists in the effective cleaning of kitchen equipment, dishes, and work areas
- Assists with inspecting kitchen equipment to ensure proper functioning, initiating requests for repair and maintenance
- Tests new recipes developed by food services manager for consistent results
- Picks up and delivers produce from outside agencies as needed
- Performs baking activities as scheduled
- Assists with catering
- Performs the duties of the Food Service Cook as assigned
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma.
- One (1) year experience cooking and baking in a large institutional food service operation or comparable experience

Knowledge of:

- Proper procedures, methods and equipment used in preparation, packing, storing, freezing, serving and/or distribution of large quantities of food for institutional food operations.
- Standard principles of nutrition, sanitation, and safety as it relates to institutional food preparation
- Basic record keeping
- General knowledge of and skill in the use of procedures and standards of quality and quantity food selection, food preservation, food preparation, meal service, and portion control

Skills and Abilities:

- Operate a variety of food service equipment in a safe and sanitary manner
- Perform mathematical calculations in order to project amount of foodstuff needed for meal preparation, adjust recipes, calculate costs, prepare and maintain records
- Communicate effectively in the English language both orally and in writing
- Establish and maintain effective and positive work relationships with those contacted in the performance of required duties
- Operate a computer using appropriate food service software

Desirable Qualifications:

- Experience working in a public education environment

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license with evidence of insurability
- Valid Food Safety Certificate per the California Retail Food Code within 60 days of employment

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