

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: DIRECT SUPPORT**

**JOB TITLE: FOOD SERVICE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Food Service Supervisor or designee, assist in the preparation and serving of a variety of food items for the County Office; wash dishes and clean utensils, kitchen equipment and maintain food service areas in a clean and sanitary condition.

### **REPRESENTATIVE DUTIES:**

Assist in the preparation and serving of a variety of food items for the County Office. **E**

Wash, chop, slice, mix, grate and assemble food items. **E**

Maintain utensils, kitchen equipment, serving areas and related facilities in a clean and sanitary condition; wash dishes, trays, tables, counters and equipment as required; mop and sweep floors. **E**

Receive, store and rotate food items and supplies; assist with inventory procedures as assigned. **E**

Operate a variety of kitchen equipment including mixer, slicer, blender, and other equipment. **E**

Assist in maintaining kitchen / pantry in a clean, safe and organized manner. **E**

Follow safety and sanitation regulations and guidelines in all facts of food handling, including food received, at all times. **E**

Proper sanitation methods are used for the kitchen equipment, floors, counters, utensils, etc. **E**

Ensure that all food items are delivered to classroom at the proper temperatures in a timely manner. **E**

Works as a team member and communicates in a positive manner. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Sanitation practices related to food preparation

Operation of kitchen equipment and utensils

Health and safety practices

Working cooperatively with others

#### **ABILITY TO:**

Assist in preparing and serving food

Understand and carry out oral and written instructions

Operate kitchen equipment and maintain clean and sanitary work areas

- Assist with inventory procedures
- Work cooperatively with others
- Perform simple and repetitive tasks
- Lift and carry objects weighing up to 50 pounds
- Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.
- ServSafe Certification
- Pre-employment physical examination with Lift test

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Food service/kitchen setting
- Constant interruptions

**PHYSICAL ABILITIES:**

- Standing and walking for extended periods of time
- Lifting, pushing, pulling and carrying objects weighing up to 50 pounds
- Dexterity of hands and fingers to operate kitchen equipment
- Reaching overhead, above the shoulders and horizontally to retrieve and store supplies
- Seeing to assure proper quantities of food
- Hearing and speaking to exchange information
- Bending at the waist, kneeling or squatting

**HAZARDS:**

- Exposure to sharp knives and other objects used in a food service operation
- Potential for contact with blood-borne pathogens
- Moving mechanical parts
- Extreme cold and extreme heat

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 601

**Approval Date:** April 2022