

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Early Childhood Food Service Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Child Development/PACE	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-23/CSEA 125 Salary Schedule

(Former Classification: Child Development/Pace Meal Technician)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine food service activities related to the preparation of food, serving of food and maintenance of cleanliness of the food serving area to meet the needs of students and families; review and maintain accurate and timely records.

DISTINGUISHING CHARACTERISTICS:

Child Development/PACE Meal Technician incumbents prepare and serve food; shop for groceries; measure and assemble ingredients according to recipes; and confer with site supervisor about quantities and varieties of food items. This position differs from other positions in the Food Service series in that it is assigned to a Child Development or PACE Center.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Prepare and serve appropriate quantities of food in a timely manner, ensuring proper quality and quantity of food prepared to provide students the opportunity to achieve their personal best; prepare and assemble sandwiches, salads, meats, fruit, vegetables and other items. *E*

Heat, portion and serve food to children and staff according to established procedures to meet the nutritional and safety needs of children and families. *E*

Count and maintain inventory records and notify supervisor of needed supplies; assist in storing unused food and supplies to ensure compliance with health and sanitation standards; dispose of unusable leftovers and trash. *E*

Complete and maintain accurate daily and weekly records of meals and money collected to assist in ensuring the financial viability of the district. *E*

Operate a variety of standard kitchen equipment such as steamer, mixer, toaster, bottle sterilizer, dishwasher and oven, as required; drive an automobile to and from grocery store. *E*

Maintain work areas and serving areas in a clean, sanitary and safe condition to ensure a safe, clean and orderly learning and working environment; wash and clean counters and tables; wash and store equipment, pots, pans, trays and other food service items. *E*

PACE Center employees may provide assistance to pregnant teens and to teenage parents in areas of toddler and infant hygiene, parenting skills, nutrition and child care to assist students to stay in school on target to graduate.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some experience in a food service operation.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accurate basic record-keeping techniques.
Standard kitchen equipment, utensils and measurements.
Standard practices related to safe handling and serving food.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Sanitation practices related to handling and serving food.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Prepare and serve food in accordance with health and sanitation regulations.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people
Learn new or updated computer systems/ programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organizations, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; subject to heat from oven and cold from refrigerator and/or freezer; exposure to hot food, equipment, and metal objects; exposure to sharp knives; exposure to cleaning agents and pesticides.

PHYSICAL ABILITIES:

Lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying materials and supplies; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities; bending at the waist.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions