

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Nutrition Services Senior Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	192 Days
<b>BOARD APPROVAL:</b>	January 20, 2016	<b>SALARY:</b>	F-10/CSEA 143 Salary Schedule

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**BASIC FUNCTION:**

Under general supervision, create a high quality environment for students and staff in participating in the preparation, cooking, baking, and cashing duties in support of a high school; prepare and maintain a wide variety of assigned food service, and related accounting records and reports; train and provide work direction to assigned food service staff in the absence of the manager.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)**

Provide timely quality service in participating in the set up, preparation, cooking, baking, service, including heating main dishes, meats, pasta, vegetables and others in a high school; prepare salads, sandwiches, fruit, soups, gravies, sauces and other foods. *E*

Determine appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements to meet the needs of students. *E*

Prepare and maintain assigned food service, menu planning and related worksheets and accounting and reports; count money from serving areas and prepare bank deposits and cash distribution sheets. *E*

Train and provide work direction to assigned food service staff in the absence of the manager. *E*

Operate a point of sale terminal to process meal ticket; record amounts of food sold, tickets and monies collected as assigned. *E*

Conduct periodic inventory and check in groceries received and maintain related records; prepare records of foods cooked and foods left over; store unused food and supplies; utilize proper methods of handling foods to be stored; order food and supplies as directed. *E*

Operate a variety of standard kitchen utensils and equipment and a computer terminal as required. *E*

Assist other food service personnel with daily service activities as needed to meet the needs of students and staff; clean food service equipment, utensils and appliances; store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; lift and assist in the lifting of moderately heavy containers. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of experience in quantity food cooking, baking and preparation.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of two Food Service approved courses; valid Food Safety Certificate required; valid California driver's license preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and methods of quantity food service preparation, serving and storage.  
Operation of a computer terminal.  
Basic math.  
Basic menu planning techniques including food values, combinations and substitutions.  
Sanitation and safety practices related to handling, cooking, baking, heating and serving food.  
Methods of preparing and serving food in large quantities.  
Methods of adjusting and extending recipes and proper substitutions.  
Proper methods of storing equipment, materials and supplies.  
Standard kitchen equipment, utensils and measurements.  
Health and safety regulations.  
Basic record-keeping techniques.  
Basic math and cashiering skills.  
Food Services software and accountability program.  
Operation of a computer terminal or point of sale terminal.

**ABILITY TO:**

Prepare, cook, bake, heat and serve a variety of foods in quantity at an assigned food service facility.  
Prepare and serve food in accordance with health and sanitation regulations.  
Operate and maintain standard machines and equipment.  
Prepare attractive, appetizing and nutritious meals for students and staff.  
Follow, adjust and extend recipes.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Observe health and safety regulations.  
Maintain routine records.  
Accurately account for cash transactions.  
Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Plan and organize work.  
Train and provide work direction to others.  
Read and write at a level required for successful job performance.  
Operate Food Services software and accountability program.  
Inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Learn District organization, operations, policies, objectives and goals.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; exposure to very hot foods, equipment, and metal objects; exposure to knives and slicers; exposure to cleaning agents and pesticides.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, 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, pushing or pulling food trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; 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***