



**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: FOOD SERVICES FIELD ASSISTANT

DEFINITION:

Under general direction, assists with planning, organizing, procuring, delivering, and serving meals for meal service to JCCS students in assigned service area.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Food Services Program Supervisor.

REPRESENTATIVE DUTIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Drive to assigned school sites.

Set up and distribute meals for breakfast, lunch, snacks.

Receive and sign for food deliveries,

Pick up, or deliver food in a timely manner to various school sites as necessary.

Refrigerate or heat meals as needed.

Set up for breakfast and lunch service at assigned schools.

Serve breakfast and lunch to students according to meal distribution guidelines.

Enter meal count data into a computerized recordkeeping system; produce related computerized reports.

Clean area, and maintain food safety, sanitation, temperature logs.

Communicate with school site administration, central office food service authority, or vendors, to coordinate meal counts and milk adjustments.

Maintain food services inventory.

Complete required forms.

Provide information to parents, school staff, and other agency staff regarding the JCCS food services program.

Submit repair requests for equipment.

Attend meetings and report to Food Service Program Supervisor.

Provide information regarding State, Federal, and National School Lunch Program regulations and other applicable guidelines to staff, students and parents.

NON-ESSENTIAL FUNCTIONS:
Perform other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California Class C driver's license is required

A valid Food Handlers Card issued by the San Diego County Department of Health Services is required prior to appointment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Food service in accordance with health regulations

Food service health and safety policies and procedures

Methods of preparing and serving entrees, vegetables, fruits, and other foods

Food portions or components used in school meals

Modern office-clerical practices and procedures

ABILITY TO:

Learn computer software used in the performance of assigned duties

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain attendance sufficient to complete the duties of the position

Complete routine tasks thoroughly, accurately and with attention to detail

Perform simple arithmetic computations

Drive safely from site to site

Serve students in an instructional and respectful way

Operate kitchen equipment

Follow oral and written instructions

Communicate effectively orally for the purpose of explaining policies and procedures to others

Maintain simple records

Establish and maintain effective working relationships with others

Post numbers to records, and files.

EDUCATION AND EXPERIENCE:

Typical qualifying experience would include one year of experience performing both clerical and food service duties.

WORKING CONDITIONS & PHYSICAL ABILITIES

Office and School Environment.

Driving to and from school sites is required as a regular part of this assignment.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store supplies; and lift objects weighing up to 50 pounds.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Range
04/2015		04/06/2015	Exempt		33

Approved: 
Assistant Superintendent, Human Resources