



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

CLASS TITLE: FOOD SERVICES PROGRAM ASSISTANT

DEFINITION:

Under the direction of the Food Services Program Supervisor, assists with planning, organizing, accounting and supporting department operations and the provision for and delivery of meal service to JCCS students; keeps records; calculates and prepares reports; distributes meals; provides information regarding State, Federal, and National School Lunch Program regulations and other applicable guidelines.

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:

Process and certifies meal applications or provision status of each student.

Cross reference direct certification with other governmental agencies.

Assist with monthly billing, and editing checks verifying delivery of meal counts for each site.

Assist Food Services Program Supervisor with meetings, training and other related tasks and projects related to food service program operations.

Maintain proper reports and files including school site directories.

Order food products and supplies for the JCCS Food Services Program.

Pickup food, load vehicle and deliver food in a timely manner to various school sites.

Contact and follow up with appropriate vendors to ensure orders are filled accurately.

Maintain food services inventory.

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

Complete required forms.

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

NON-ESSENTIAL FUNCTIONS:

Perform related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A current Food Service Handler certificate.

A valid California driver's license.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include three (3) years of experience performing both clerical and food service duties including food operations, compliance and reporting. School based experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office-clerical practices and procedures
Food service health and safety policies and procedures
Food service in accordance with health regulations
Food portions or components used in school meals
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Follow oral and written instructions
Explain policies and procedures to others
Serve food in accordance with health regulations
Maintain simple records
File alphabetically and numerically
Establish and maintain effective working relationships with others
Follow-up with outside vendors
Perform simple arithmetic computations
Type forms, cards and labels
Post numbers to records, and files
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 confidentiality of information
Demonstrate attendance sufficient to complete the duties of the position as required
Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office, and school setting. Driving to and from urban and rural school/worksites is a significant part of this assignment.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; stoop, bend at the waist; move, push and/or lift heavy objects weighing up to 40 pounds.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Grade
12/2013		December 18, 2015	Exempt		38