

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR FOOD SERVICE ASSISTANT-CANTEEN

BASIC FUNCTION:

Under the direction of an assigned supervisor, operate a canteen facility at an assigned school; maintain food service facilities in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Senior Food Service classification is the experienced-level of the series. Incumbents assigned to the Senior Food Service Assistant-Canteen operate a canteen facility at an assigned school.

REPRESENTATIVE DUTIES:

Operate an assigned canteen facility assuring cleanliness and sanitation requirements are met.

Assemble and prepare sandwiches; prepare and cook as necessary, salad dressings and sauces.

Maintain daily records of foods prepared and sold and count items remaining; submit records according to established procedures.

Set up work and serving areas; assure that serving lines are properly stocked with adequate food, beverages and supplies.

Receive money from students and staff; make change; check to assure proper credit for students receiving free and reduced lunches.

Maintain work areas and serving areas in a sanitary manner; wash and clean steam tables; clean and store utensils, trays and kitchen equipment.

Prepare items for snack period; count cookies, ice cream and related items to be sold; sell snack items; count remaining items and money and post in daily record.

Store unused food items according to appropriate standards to assure health and sanitation standards are followed.

Operate a variety of kitchen utensils, equipment and appliances in a safe manner.

Assist with inventory as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Sanitation and safety practices related to cooking and serving food.
- Standard kitchen equipment, utensils and measurements.
- Methods of preparing and serving food in large quantities.
- Record-keeping techniques.
- Basic food preparation including washing, cutting and assembling food and ingredients.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations pertaining to food service.

ABILITY TO:

- Operate a canteen facility at an assigned school.
- Maintain food service facilities in a clean and sanitary condition.
- Operate kitchen utensils, equipment and appliances in a safe manner.
- Follow applicable health and sanitation requirements.
- Make change and arithmetic calculations quickly and accurately.
- Meet schedules and time lines.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment. Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
- Work efficiently during rush conditions.
- Work cooperatively and effectively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Prepare simple records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of experience at the level of a Food Service Assistant.

WORKING CONDITIONS:

Canteen food service environment; subject to heat from ovens, lifting, pushing and standing for long periods of time.