

# **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: VENDING MACHINE ATTENDANT/FOOD SERVICE ASSISTANT**

## **BASIC FUNCTION:**

Under the direction of a Food Service Supervisor, perform a variety of duties related to food preparation and food service; maintain food service facilities in a clean and sanitary condition; perform cashiering duties as needed; oversee operation of vending machines.

## **REPRESENTATIVE DUTIES:**

Clean, inventory, determine product volume and need, replenish and secure vending machines.

Evaluate and report need for repairs of vending machines and perform minor adjustments as appropriate.

Receive, count, store and rotate vending machine products.

Maintain appropriate change in vending machines, as well as count and prepare monies for deposit.

Assist in the preparation of a wide variety of food items including meats, main dishes, baked goods and sandwiches.

Wash, slice and prepare fruits and vegetables; grate cheese; slice meat; prepare fruit cups.

Set up serving areas and steam tables; serve food to students and faculty.

Count trays, milk and other food items as assigned.

Maintain work areas in a clean and sanitary condition; wash and scour tables; clean kitchen utensils and equipment.

Perform cashiering duties as needed.

Operate a variety of standard kitchen equipment including oven, slicer, mixer and others.

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.

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.

Basic vending machine operations.

Ability to:

Perform a variety of duties related to food preparation and food service.

Maintain food service facilities in a clean and sanitary condition.

Collect money and make change quickly and accurately.

Complete work with many interruptions.

Meet schedules and time lines.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Operate a variety of kitchen appliances.

Follow sanitary and safety standards required in food handling.

Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment. Move objects weighing up to 50 pounds using safe and proper methods and/or equipment.

Add, subtract, multiply and divide quickly and accurately.

Make independent judgments regarding vending machine operations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**WORKING CONDITIONS:**

School site, kitchen and cafeteria environment; subject to standing or walking for long periods; heat from ovens; lifting, bending and standing.