

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICES ASSISTANT I

Salary: Classified Salary Schedule, Range 5

DEFINITION

Under direction of a Food Services Cook/Manager, assist in the preparation and serving of a variety of food items in a school cafeteria; serve and sell food items at assigned location; maintain utensils, kitchen equipment and food service areas in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS

Food Services Assistant I positions are assigned routine food preparation, set-up, cashiering and kitchen cleaning duties. Food Services Assistant II positions serve as assistant to the Cook/Manager in the preparation of various food items including baked goods and may operate in a lead capacity providing training, work direction and guidance to other food service personnel.

EXAMPLES OF DUTIES

Assist in the preparation of a wide variety of foods; wash, chop, slice, mix, grate and assemble food items; set up serving areas and put out condiments; serve and sell lunches and other foods to students and staff; assist in the preparation and packaging of hot and cold food items distributed to satellite schools; maintain utensils, kitchen equipment, serving areas and related facilities in a clean and sanitary condition; wash dishes, trays, lunch tables, counters and equipment in accordance with established health regulations; may mop and sweep floors; receive, store and rotate food items and supplies; assist with inventory as assigned; operate a variety of production kitchen equipment including mixer, dishwasher, slicer, ovens, grill, steamer, fryer, beverage dispensers and other equipment; count and record items sold; may receive cash and make change; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Sanitation practices related to cooking and serving food; operation of kitchen equipment and utensils; simple record keeping methods; basic math; health and safety practices.

Ability to: Assist in preparing and serving large quantities of food at a school cafeteria; learn and perform varied cafeteria assignments; lift objects weighing up to 40 pounds; stand and walk for long periods of time; understand and follow directions; receive cash and make change accurately; perform duties according to demanding schedules and time lines; operate kitchen equipment and maintain clean and sanitary work areas; work cooperatively with others.

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

WORKING CONDITIONS

School cafeteria environment; subject to lifting, standing and walking for long periods of time, temperature extremes and potential contact with cleaning agents.

CLASS TITLE: FOOD SERVICES ASSISTANT I

Salary: Classified Salary Schedule, Range 5

Page 2

PHYSICAL ABILITIES

- Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend, walk.
- Able to stand on hard flooring for sustained periods of time.
- Able to walk on hard flooring for sustained periods of time.
- Able to climb slopes, stairs, steps, and ladders.
- Able to push and/or pull a variety of tools and equipment.
- Able to lift up to 40 pounds frequently.
- Able to carry up to 40 pounds frequently.
- Able to sustain strenuous manual labor for 4 hours with legal breaks.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motions for shoulder extension and flexion.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to work at various heights in a safe and effective manner.
- Able to work in a wide range of temperatures.
- Able to work with chemical agents in a safe and effective manner without allergic reaction.
- Able to operate material handling and food transportation equipment in a safe and effective manner.
- Able to operate food preparation utensils, machinery and equipment in a safe and effective manner.
- Able to collect currency and make change.