

## JOB DESCRIPTION

### FOOD SERVICE ASSISTANT II

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Class Code: 7233

**TITLE:** Food Service Assistant II  
Grade 11

**REPORTS TO:** Food Service Supervisor

**SUPERVISES:** N/A

**JOBFUNCTION:** Assist in the preparation of food; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

#### **DUTIES AND RESPONSIBILITIES:**

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- Prepare and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare, cook and/or assemble sandwiches, burgers, fries, salads, meats, fruit, vegetables and cookies.
- Assemble items to be served and sold at designated food service area locations; prepare food for transport across campus or to other District locations, maintaining appropriate records as assigned.
- Prepare food service facilities for the serving of food; assure that serving lines are properly stocked with adequate food, beverages and supplies; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare money boxes or cash registers with appropriate amount and denominations of change.
- Collect tickets and money for meals and beverages sold and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipt moneys, prepare bank deposit slips and deliver to school office for deposit.
- Count and maintain inventory records and notify supervisor of needed supplies.
- Assist other Food Services personnel with cooking and baking activities.

**DUTIES AND OTHER RESPONSIBILITIES (CONT.):**

**FOOD SERVICE ASSISTANT II**

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- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store equipment, pots, pans, trays and other food service items.
- Assist in storing unused food and supplies to assure compliance with health and sanitation standards; dispose of unusable leftovers and trash.
- Operate a variety of standard kitchen equipment such as a cash register, slicer, and grater, mixer, frying machine, steamer, wrapping/sealing machine, dishwasher, steam cart and ovens as required.
- Train new food service employees and student workers as assigned.
- Perform other duties as assigned.
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

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KNOWLEDGE OF:

- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Standard kitchen equipment, utensils and measurements.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

ABILITY TO:

- Prepare and serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Add, subtract, multiply and divide quickly and accurately.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Learn, apply and explain policies, procedures, rules and regulations.
- Meet schedules and time lines.
- Operate standard kitchen equipment safely and efficiently.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Lift, bend, push, walk and stand for extended periods of time.

**PHYSICAL DEMANDS:**

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**FOOD SERVICE ASSISTANT II**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

**EDUCATION AND EXPERIENCE:**

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- High School Diploma or G.E.D. Certificate and one year food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Food Service Permit issued by the Department of Health; must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

*Original Date: 01/1999*

*Revision Date: 07/2011*

*Revision Date: 07/2012*