



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

August 1997

FOOD SERVICE WORKER II

DEFINITION

Under general supervision, to be responsible for the setup and operation of a satellite food service facility or to assist in operation of a larger food service station; to be responsible for planning and distribution of food to satellite schools; to perform basic tasks in the preparation, packaging and serving of a variety of foods; to maintain a variety of records including food production reports, inventory, and food orders, and to perform other job related duties as required.

EXAMPLES OF DUTIES

Oversees the operation of a satellite food service facility; assists in or directs the supervision of other workers; communicates with Cafeteria Manager on operational needs and problems; maintains inventory of supplies and food items; prepares food items; may operate equipment common to large kitchens; cleans cafeteria tables, chairs and equipment; may operate a cash register or computerized cash terminal; maintains portion control in packaging food items; sets up food service stations; maintains inventory control; sells a variety of food items; receives money and makes change; may serve as a cashier, collect and count money and make financial reports and deposit slips; cooks or reheats pre-prepared foods; washes pots and pans, trays and general kitchen utensils; cleans and maintains kitchen equipment and facilities, and other related duties as assigned.

LICENSE REQUIRED

A valid California driver's license and the ability to qualify and maintain insurability by the District's liability insurance carriers standard.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Common kitchen utensils and appliances;
- Basic methods of food handling, serving and preparation;
- Sanitation and safety requirements in food service work;
- Basic principles of supervision and training.

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Ability to:

Effectively utilize kitchen equipment and appliances;
Estimate food quantities and order proper amounts of food items;
Handle and prepare basic food items;
Keep accurate records and prepare basic reports;
Effectively train and supervise food service personnel;
Perform a variety of moderately heavy manual tasks;
Understand and carry out oral and written instructions;
Work cooperatively with those contacted in the course of work;
Read and write at the level required for successful job performance;
Withstand working in refrigerated environment for short periods of time.

Training and Experience:

One year of experience in quantity food preparation, serving and kitchen maintenance, preferably including lead worker responsibilities.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 126
- School Year