

**SAN CARLOS SCHOOL DISTRICT  
FOOD SERVICE ASSISTANT**

**BASIC FUNCTION:**

A Food Service Assistant ensures that the lunch line runs in a safe, smooth, and efficient manner. The Food Service Assistant receives food from our lunch vendor and organizes it for accounting and serving; manages the point of sale system to track meals served; manages volunteers; and follows all rules and procedures as set out by the CDE rules and regulations, and as directed by the Wellness Coordinator.

**ESSENTIAL DUTIES:**

- Works with Wellness Coordinator to ensure serving process is followed properly every day
- Cooperates in a friendly manner with all school staff and lunch vendor staff
- Assists in receiving food to ensure it is accounted for and arranged in alphabetical order
- Assists in maintaining sanitation of the kitchen and serving areas
- Follows rules of safety and safe food handling (involves a short, online course)
- Sets food out on the serving line
- Sets up Point of Sale computer and pin pads and puts equipment away in secure location
- Uses Point of Sale computer to document student lunch pick up (or in emergency, uses paper charts for documentation)
- Supervises school PTA volunteers to manage serving process
- Cleans up after food service
- Safeguards school property and reports any difficulties to the Wellness Coordinator
- Performs such other duties as may be required
- Strictly adheres to timelines
- Daily attendance necessary to perform essential job duties
- Performs other related duties as assigned

**ABILITY TO:**

- Demonstrate excellent interpersonal skills using tact, patience, courtesy and attention to detail
- Work independently with some direction but minimal supervision
- Prepare and maintain accurate and complete records and reports
- Meet deadlines, plan and organize work
- Understand and carry out oral and written directions
- Learn, interpret, and apply rules, regulations, and policies quickly
- Prioritize tasks and shift from one project to another on a daily basis
- Work in a fast pace environment with frequent interruptions and high noise levels

**EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

- High School Diploma or General Education Diploma equivalent
- Experience working with children and/or volunteers is important.
- Experience using touch screen computers is a plus.

**PHYSICAL DEMANDS:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to stand for sustained periods of time (2 hours).
- Able to lift up to forty (40) pounds frequently.
- Able to push and pull objects weighing up to forty (40) pounds.
- 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 motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- 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 demonstrate manual dexterity necessary to operate calculator, computer keyboard/touch screen.
- Subject to heat from ovens