



## **Asst 1 / Food Preparation**

### **Purpose Statement**

The job of Asst 1 / Food Preparation is done for the purpose/s of providing support to the food service program at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students or school personnel; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to Manager/Supervisor

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.

Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.

Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based

competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; food nutrition and health; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

**Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 50% walking, and 50% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Food Handler's Permit or ServSafe certification

**Continuing Educ. / Training:**

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

3/14/2023

**Salary Grade**

Lane 1