

Position: Food Preparation II

Salary Range: 17

**Summary**

Performs various duties to assist with food preparation, serving, and clean up at various school kitchens or satellite sites.

**Distinguishing Characteristics**

Food Preparation II is a second-level position in the Nutrition Services Department assigned to a site location.

**Essential Duties and Responsibilities**

- Assists with inventory, orders, record-keeping and food service deliveries. Monitors food surplus and spoilage with respect to food orders.
- Monitors staff work flow to ensure food order requirements are met.
- Organizes and handles foods at snack bar locations.
- Serves and prepares institutional quantities of food items according to specified quantities from established menus.
- Operates miscellaneous kitchen/cafeteria equipment such as slicers, mixers, French fryer and ovens.
- May prepare items such as sliced meats, breads, and salad bar items. Cuts fruits and vegetables and prepares serving trays.
- Washes, sanitizes and cleans kitchen area surfaces and serving area. Washes and sanitizes kitchen equipment. Sweeps floors. Restocks and wipes down condiment containers and utensil locations.
- May serve as a cashier, counting money, and assisting in completion of relevant food service reports.
- May assemble meals for delivery to remote school sites.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

## **Qualifications**

### **▪ Knowledge and Skills**

Basic knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; and kitchen safety and sanitation. Must have sufficient communication skills to project a positive image and convey basic information to customers.

### **▪ Abilities**

Must be able to follow oral and written instructions. Must be able to add and subtract, using decimals and fractions. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

### **▪ Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

### **▪ Education and Experience**

High school diploma or equivalent required and one year of experience in large quantity food preparation and serving. Additional experience may substitute for education.

### **▪ Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.