

**Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020**

Classified Vacancy Posting

Position: Food Service Assistant (1 position)

Schedule: 4 hours (9:00 am-1:00 pm)

Luigi Aprea School Kitchen Facility

Work Year: Traditional School Schedule, 199 paid days – full year

Supervisor: Food Service Supervisor

Salary Range 13:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
\$14.39	\$15.12	\$15.86	\$16.68	\$17.47	\$18.40

(Note: New hires to Gilroy Unified School District, salary placement is limited to Step 4 - \$16.68 per hour based on related work experience)

Employment Requirements: Ability to obtain a fingerprint clearance from the Department of Justice and FBI through a fingerprint process authorized by Gilroy Unified School District (applicant would be responsible for the one-time fingerprint clearance fees) once offer of employment is given. Provide result of current TB skin test/assessment.

To Apply: Applicants must apply in writing to Gilroy Unified School District, Human Resources with application form. Incomplete applications will not be considered.

Deadline to Apply: Friday – February 15, 2019 4:00pm

Job Description – Food Service Assistant

Basic Functions: To perform responsible food service work by coordinating the activities and operations of a snack bar facility, school site food program, food vending cart, or assisting with cooking and baking tasks, and to assist in the preparation and serving of food. Employees in this classification receive general supervision from the assigned Food Service Supervisor within a framework of standard policies and established procedures. Employees in this classification may coordinate the work of student helpers. This job class is responsible for providing specialized technical skills and functions quite independently.

Typical Duties:

- Maintains and prepares records related to food program at kitchen facility or assigned school site
- Sets up lunch area organizing cold racks, hot racks and beverages and cleaning up area after use
- Prepares bank deposit for monies collected; bundling bills, rolling coins, stamping checks, and filling out deposit slips
- Arranges and sets up snack bar, serving area and lunch carts with appropriate food items, beverages and cash box
- Assists in preparing a wide variety of foods in small or large quantities
- Bakes or assists in baking large quantities of breads and pastry items
- Assists with preparing special foods requested at catering events
- Counts a variety of food items for snack bar/lunch carts and maintains accurate records of quantities received, sold, leftover, etc.
- Assists in planning and ordering necessary food and non-food items for kitchen or school facility operations and proper leftover utilization and storage
- Assists in preparation of daily sales reports, work production worksheets, and other record keeping; collecting necessary information
- Assists in maintaining inventory control records, and keeping kitchen facility/work area clean and orderly
- Operates and cleans a variety of kitchen/snack bar equipment including food warmers, ovens, slicers and mixers
- Sells meal/food tickets making appropriate change and maintaining accurate records related to free/reduced meal program tickets
- May sell food items from snack bar, vending cart or food line
- Reviews applications for free/reduced meal program, checking accuracy and completeness of information and determining eligibility within well established guidelines
- Assists in collecting and accounting for money received and preparing bank deposits
- Performs related duties consistent with job description

Employment Standards:

- Knowledge of the basic principles and methods of quantity food preparation, serving and storage
- Knowledge of proper sanitation and safety procedures associated with institutional food service functions
- Knowledge of the safe use and operation of food preparation and serving equipment and related utensils
- Ability to understand and follow both oral and written instructions
- Ability to perform routine mathematical calculations accurately
- Ability to make change accurately
- Ability to safely and effectively operate food preparation and serving equipment and machines
- Ability to prepare, serve and package food items as assigned
- Ability to maintain accurate records
- Ability to meet the physical requirements necessary to safely and effectively perform assigned duties
- Ability to direct the work of student helpers and assigned personnel
- Ability to pass examination and maintain ServSafe Certificate
- Ability to establish and maintain effective working relationships with those contacted in the performance of required duties

Minimum Qualifications:

- Skill to read and write in English at a sufficient level to perform required duties successfully
- Skill to maintain simple records and prepare routine reports
- Skill to perform basic mathematical computations accurately
- Skill to operate and maintain assigned food service equipment and appliances in a safe and sanitary manner

STATEMENT OF NON-DISCRIMINATION: The District does not discriminate against any persons on the basis of gender race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability.

