

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Drive, Penn Valley, CA 95946

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



Job Title: Food Services Assistant

Basic Function: Performs the preparation, serving, tracking, and cleanup of the National School Lunch Program and/or School Breakfast Program for grades TK-8.

Job Range: Range 1

Reports to: School Site Administrator

Essential Duties and Responsibilities:

Essential functions may include, but are not limited to the following:

- Prepares and serves meals for students upon delivery by contracted food service vendor.
- Cleans up remaining food items after meal service is complete.
- Maintains food and safety requirements set by the State and Federal Government, including; ensuring proper temperature of meals prior to serving, ensuring proper food storage, and monitor temperatures of refrigerator and freezer.
- Tracks meals served and prepares daily and monthly totals based on meal eligibility.
- Works with designated school office and district office staff regarding meal eligibility status and student account balances.
- Maintains sanitary conditions of kitchen counter tops to County Health Department standards.
- Maintains records and signage required for cafeteria service program operation.
- Communicates concerns related to food quantity/quality to designated district office personnel.
- Work closely with maintenance personnel to ensure all equipment is in good working order.
- Orders supplies necessary to provide for proper meal service operation.
- Other duties as assigned.

Physical Requirements

Employees in this position must have the ability to:

1. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects and talk or hear. The employee is frequently required to reach with hands and arms. The employee frequently must squat, stoop or kneel and reach forward.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak in audible tones so that others may understand clearly both in person and on the telephone.
5. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned tasks using both hands.

6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. The employee will sometimes push/pull items.

Work Environment

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Penn Valley Union Elementary School District staff, and the public.

Education and Experience

Qualification Requirements/Skills and Abilities

1. High school diploma or general education degree (GED).
2. Knowledge of basic computer skills and data entry.
3. Discretion in maintaining confidentiality.
4. Ability to maintain lines of communication and positive relationships with students, assistants, teachers and supervisors.
5. Ability to work independently and use initiative.
6. Communicate effectively in both oral and written form.
7. Ability to organize materials and maintain accurate records.
8. Follow oral and/or written instructions.
9. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
10. Current CPR/First Aid Certification
11. Previous food services experience desirable.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date

Board Approved: April 19, 2017