



Job Description

POSITION TITLE: Food Service Program Assistant #2212
Special Education

SALARY PLACEMENT: Range 26
Classified Hourly Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE

Equivalent to completion of the twelfth grade. Possess basic computer skills. Three years experience in food services.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of sanitation practices related to preparing, handling and serving food; basic record-keeping techniques; standard kitchen equipment, utensils and measurements; interpersonal skills using tact, patience and courtesy. Possess a current ServSafe certification or obtain and maintain certification within 90 days of employment. Ability to prepare and serve food in accordance with health and sanitation regulations; drive a District vehicle to various sites to transport food; maintain food service equipment and areas in a clean and sanitary condition; add, subtract, multiply and divide quickly and accurately; apply and explain policies, procedures, rules and regulations; meet schedules and timelines; operate standard kitchen equipment safely and efficiently; understand and follow oral and written directions; enter data into a computer, and work cooperatively with others. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier.

SUMMARY OF POSITION:

Under the direction of the Director of Special Education, order, modify, deliver, and serve lunch foods for Special Education programs; maintain student records, inventory levels, and prepare reports for reimbursement. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Maintain qualified student counts for each site, and calculate food required for each site.
2. Modify student meals per written authorization.
3. Order food products and authorize invoices; order supplies for the program.
4. Load van and deliver food in a timely manner.
5. Enter data to automated system regarding free and reduced meal counts; prepare auditable reimbursement forms for reports to the State.
6. Clean freezer, coolers, and maintain school site equipment.
7. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Enter data into an automated system and operate standard kitchen equipment.
2. See and read a computer screen and printed material.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull, and move, lift and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors, drive a vehicle to conduct work, and come in direct contact with SJCOE staff, district staff, students and the public.

2/19/2020 final sc