

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

FOOD SERVICE ASSISTANT

Definition

Under the general supervision of the Food Service Director, performs a wide variety of assigned functions pertinent to the overall Food Service Program, including meal application processing and general clerical tasks.

Typical Tasks

- Processes meal applications, performs application verification and maintains records and files for all meal applications.
- Communicates student eligibility with parents and school office personnel and food service cashiers and sends out correspondence.
- Prepares student meal cards and eligibility lists for all school kitchen sites.
- Receives and counts money, makes bank deposits, and keeps accurate financial records.
- Arranges for substitutes and may fill in for a substitute worker when needed.
- Answers phones, takes messages, sorts mail, copies, files, and makes arrangements for meetings and conferences.
- Plans and orders for catering requests and field trip sack lunches.
- Places orders and purchases supplies from local suppliers.
- Types reports, memos, charts, tabulations, agendas, menus, and composes and types routine correspondence.
- Completes monthly time cards.
- Enters various records, data, and information into the computer.
- Assists with the orientation of new employees.
- Retrieves food production/transport records and various forms from the computer.
- Performs other related duties as assigned

Minimum Qualifications

Education: Completion of high school or General Education Development (GED), supplemented by training or course work in office business practices and procedures.

Experience: Must have a minimum of two years increasingly responsible office experience. School Food Service experience is desirable.

Knowledge of: Office procedures, typing, filing, record keeping, phone etiquette, operation of basic office machines, personal computer application, formal business writing application, proper English and communication skills.

Ability to: Operate a computer utilizing various software programs. Perform routine general clerical tasks with minimum supervision in an efficient manner. Prioritize workload and maintain accurate records and reports. Type at a rate of 40 words per minute. Deal effectively with a variety of personnel and the public, requiring diplomacy, friendliness, firmness and a calm disposition in a hectic environment; understand and follow oral and written instructions and maintain confidence.

Language: Ability to communicate (both in writing and speaking) Spanish to English and English to Spanish is desirable.

License: Must have a valid California Driver's License and be insurable.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet. Visiting and/or working in school site kitchens where the environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

Physical Demands

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing on various surfaces as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

Salary Range: 22 Schedule 1