

FOOD SERVICES SUBSTITUTE

BASIC FUNCTION:

Under the direction of the Chief Administrative Officer or his/her designee, perform various food services duties including preparation, serving, setting up and selling foods; maintaining food services facilities in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

1. Under the supervision of the Site Team Leader a substitute will prepare & cook a variety of foods according to standardized recipes, menus and operating timelines.
2. Set up work and serving areas; assure that serving lines, salad bars & a la carte items are adequately stocked with food, beverages, condiments and supplies. Assure that proper clean-up is done in-between serving periods.
3. Check production sheet to see what items belong on the salad bar.
4. Prepare, stock & serve school meals & a la carte food items to students and staff according to established procedures.
5. Cook & replenish food and supplies as necessary during serving periods.
6. Maintain kitchen serving and dining areas in a neat, clean, safe and sanitary condition; clean serving counters milk coolers, refrigerator, freezers, storage areas, food containers and other equipment; wash, clean and store utensils, containers and kitchen equipment.
7. Package, label and store unused and leftover food. Store supplies according to established procedures.
8. Operate a variety of food services equipment, utensils and appliances in an efficient and safe manner.
9. Prepare and package, as instructed/as appropriate for serving.
10. Operate a calculator to assure accuracy and efficiency.
11. Perform other duties as required.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Methods and procedures of preparing and serving food in large quantities.
- Standard kitchen equipment, utensils and measurements.
- Sanitation and safety regulations.
- Washing hands – use disposable gloves.
- Basic arithmetical calculations and measurements.
- Interpersonal skills using tact, patience and courtesy.
- Keep hot food hot and cold food cold.
- Perform food services duties including preparing food, setting up, serving and cleaning.
- Operate and maintain food services equipment and appliances in a safe and efficient manner and in sanitary conditions.
- Observe applicable health, safety and sanitation requirements and procedures.
- Collect monies, count monies and make change accurately.
- Understand and follow oral and written directions.
- Communicate with others using tact, patience and courtesy.

- Establish and maintain cooperative and effective working relationships with others.
- Lift objects weighing up to 35 pounds.

EDUCATION AND EXPERIENCE:

High School graduate or GED

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks, which may be required of positions in this class. Santa Clarita Valley School Food Services Agency encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read small print Use peripheral vision</p>	<p>To perform tasks such as to: Read menu, menu production sheets, temperature logs, instructions. Constant awareness of proper function of equipment, presence and activity of co-workers and of students' behavior (issue with student behavior should be reported to campus supervisor personnel)</p>
<p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Analyze sounds of equipment operation Have tolerance of exposure to noisy conditions</p>	<p>To perform tasks such as to: Observe power equipment use and identify possible malfunctions Determine operating efficiency and need of repair Work at sites where ovens, oven fans, full room fans, school dismissal bells, loudspeaker announcements, etc. are in use.</p>
<p>Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to: Coordinate activities, maintain safety, confer with site staff, delivery staff and students.</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow; Extend arms to reach outward and upward, using hands and arms to lift objects; Turn, raise, and lower head, twist and bend at torso to inspect work</p>	<p>To perform tasks such as to: Operate and manipulate necessary tools and equipment; record data. Pick up tools and materials; inspect work. View machinery, equipment and fixtures from different angles.</p>
<p>Lower Body Mobility: Bend at waist Stoop Sit for periods of 15 minutes or longer</p>	<p>To perform tasks such as to: Move food from one work station to another Inspect equipment Travel to work sites</p>
<p>Strength: Lift, push, pull, and/or carry objects which weigh as much as 35 pounds on a daily basis, possibly multiple times throughout a work day.</p>	<p>To perform tasks such as to: Lift and carry food, possibly trays, pans or cases. Push carts Place food trays and pans into ovens Remove food trays and pans from ovens Lift stock pots, coffee pots, etc. from stove top or counter top</p>

<p>Stamina: Stand for prolonged length of time (up to four hours without a break)</p>	<p>To perform tasks such as to: Preparing food items. Serving food items</p>
<p>Environmental Requirements: Exposure to sun, rain, and wind without effective protection Exposure to elevated indoor temperatures due to oven, warmer and stove usage in the kitchen.</p>	<p>To perform tasks such as to: Perform work and make decisions with general supervision. (without direct presence of supervisor) Coordinate tasks with site staff.</p>
<p>Mental Requirement: Read, write, understand, interpret, and apply moderately complex information; Math skills at high school proficiency level; Judgment Work independently Learn quickly and follow verbal instructions and procedures Decision-making Work cooperatively with others.</p>	<p>To perform tasks such as to: Read and interpret menu, menu production sheet, temperature log, Choose an appropriate means from a range of possible solutions.</p>
<p>Work environment and other Conditions of Employment:</p>	<p>To perform tasks such as to: Work performed in Agency central kitchen, offices, and cafeteria sites, and outside settings.</p>

WORKING CONDITIONS:

Food service facility environment; subject to: lifting, pulling, pushing, standing for long periods of time, subject to exposure to cleaning solvents and fumes; work on an **ON-CALL, PART-TIME** basis; locations will vary within the four school districts served by SCVSFSA. Maintain work and serving areas, kitchen equipment and utensils in clean order.

SALARY: On-Call position; hours and sites will vary.

RANGE 001: \$12.00/hour (*new rate effective January 1, 2019*)

The Santa Clarita Valley School Food Services Agency does not discriminate in employment on the basis of sex, race, creed or national origin. In accordance with INS regulations, individuals employed by this agency will be required to provide verification of legal residency in the United States by completing Form I-9, "Employment Eligibility Certificate."