

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION

FOOD SERVICE ASSISTANT III/BAKER

Purpose of Class

Performs baking duties for secondary school food service operations; serves foods; performs related work as required.

Primary Function

The principal function of an employee in this class is to bake foods for school lunches, breakfasts, snacks and special events; serve food; clean food service areas; and serve as a cashier as needed. This position regularly performs tasks wherever needed to maintain the effective and efficient food service operations. Assistant III positions are found at secondary school levels. Work is performed under the general supervision of a Food Service Manager. The principal duties of this class are performed in a food preparation/service environment and dining area.

Essential Duties and Responsibilities (will vary by assignment)

- Prepare baked goods for school breakfast, lunch, snacks and events;
- Prepare, cook and handle food safely, in accordance with regulatory requirements;
- Present foods in a prescribed manner;
- Serve food to customers;
- Receive and store deliveries;
- Prepare special meals or other food for school events;
- Serve as cashier to receive cash from customers; reconcile cash receipts; prepare cash register report;
- Clean equipment, counters, utensils, food service areas and dining tables, in accordance with regulatory standards;
- Interact with students, staff, faculty, administration and parents effectively and professionally;
- Enter and process data on computer as needed;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student and District confidentiality;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- May assume the duties and responsibilities of the Assistant Food Service Manager when that employee is absent;
- May prepare special meals, snacks or catered meals as requested;
- Attend in-services and training sessions;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Baking in large volumes;
- Federal, state and local defined standards for food preparation and sanitation;
- Food service equipment and operations;
- Basic math, weights and measures;
- Record keeping methods and techniques;
- Effective communication techniques.

Ability to:

- Prepare and deliver food within defined time limits;
- Ensure safe handling of food, food and supply storage, and proper cleaning of work environment;
- Assist in or prepare accurate, complete, and timely reports; maintain related records;
- Properly use and clean food service equipment such as ovens, mixers, knives, etc.;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

Acceptable Experience and Training

- High school diploma or GED equivalent preferred;
- One year institutional food service and baking experience is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Food Service Assistant III/Baker.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written instructions and regulatory requirements; and to hear sounds within the normal range of conversation;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view food preparation ensuring safe handling and storage; prepare reports as required; verify cash receipts, reconciliation and banking; observe performance of assigned staff;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all food service equipment, a personal computer and cash register; to ensure that food service areas are clean and sanitized; to serve and prepare food;

- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, and work in a food service environment.
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting up to 35 pounds, stooping, kneeling, bending, crouching, pushing, grasping and reaching.