

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION

FOOD SERVICE ASSISTANT III/CATERING COORDINATOR

Purpose of Class

Prepares foods for on- and off-premise caterings; performs food preparation duties for secondary school food service sites; serves foods; performs related work as required.

Primary Function

The principal function of an employee in this class is to organize and carry-out assigned School District Catering. When not catering, employee performs food preparation duties for secondary school similar to a Food Service Assistant II including: serve foods, clean food service and related 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 service environment and dining area.

Essential Duties and Responsibilities (will vary by assignment)

- Prepare hot and cold food items following standardized recipes;
- Properly prepare, package, deliver, set up, serve and break down food for on- and off-premise catering services;
- Wash service wares and food service utensils;
- Receive and transfer food and supply deliveries;
- Transfer perishable food to a school where it can be used;
- Maintain catering supplies and food inventory;
- Clean the production areas and food service areas as necessary;
- Suggest improvements to operating format;
- Assist in food ordering by notifying food service manager or others of product levels and needs unique to catering;
- Fill in where needed to ensure efficient operations;
- Prepare, cook and handle food safely, in accordance with regulatory requirements;
- Present foods in a prescribed manner;
- Serve food to customers;
- 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;

- 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

- Attend in-services and training sessions;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Catering services and large volume food preparation;
- Federal, state and local defined standards for food preparation and sanitation, specifically sanitation regulations related to proper cooling, reheating and packaging of food for transportation;
- Food service equipment and operations;
- Basic math, weights and measures;
- Record keeping methods and techniques;
- Effective communication techniques.

Ability to:

- Organize catering events;
- 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 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 catering 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/Catering Coordinator.

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.