



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:**

Food Service Program Assistant  
Venture Family Academy of Schools  
County Operated Schools and Programs

#2449

**SALARY PLACEMENT:**

Classified Salary Schedule  
Range 26

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a high school diploma or equivalent of the completion of the twelfth grade. One year of experience in food services.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Three years of experience in food services.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possession of a valid California driver's license. 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. 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 time lines; operate standard kitchen equipment safely and efficiently; understand and follow oral and written directions; work cooperatively with others.

**SUMMARY OF POSITION:**

Under the direction of the Venture Academy Family of Schools Administration, order, deliver and serve breakfast foods for Venture Academy Family of Schools; maintain student records inventory levels; 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; calculate food required for each site; establish menu to meet State requirements.
2. Order food products and authorize invoices; order supplies for the program.
3. Load van and deliver food in a timely manner to Venture Academy Family of School sites; drive a van to numerous sites.
4. Enter data to automated system regarding free and reduced meal counts; prepare auditable reimbursement forms for reports to the State.
5. Respond to questions from parents, teachers and administrators regarding the food service program in person or in writing.
6. Clear freezers and coolers; maintain school site equipment.
7. Maintain food service budgets.
8. 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 matter.
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 25 pounds to waist height.

**WORK ENVIRONMENT:**

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

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