

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE ACCOUNT CLERK

#### BASIC FUNCTION:

To provide support for the central accounting system by accurately and on a timely basis, completing and reporting the daily school cafeteria account data.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Account Clerk incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

#### REPRESENTATIVE DUTIES:

- Learn and apply District procedures and policies.
- Reconcile final count of cash from breakfast and lunch receipts.
- Maintain various records, reports, documents and files as directed; distribute reports as assigned.
- Prepare deposits and ready cash for shipment to authorized depository.
- Prepare Form (D-12) (cash and count reconciliation sheet) for proper authorization and submission of it to the central office food service department.
- Perform related duties as assigned.

#### ABILITIES:

##### ABILITY TO:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Prepare, verify, process and control an assigned major payroll.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payroll, utility payments and food service accounting.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.

**ABILITY TO - continued:**

- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE MANAGER II

#### BASIC FUNCTION:

Manage and coordinate the food service operations and activities of a central kitchen; plan and organize food service transporting activities; assure compliance with District, State and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; supervise and evaluate assigned food service personnel.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to District sites. Food Service Manager III incumbents plan, coordinate, manage and oversee a complex food service program. Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site.

#### REPRESENTATIVE DUTIES:

- Manage and coordinate the food service operations and activities of a central kitchen; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Plan and organize food service transporting activities; set transportation schedules according to established time lines; assure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as required.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.

**REPRESENTATIVE DUTIES - continued:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Meal production planning and scheduling.
- Applicable District, federal and State laws, rules and regulations related to food service.
- Food preparation for transportation to District sites.
- Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

**ABILITY TO:**

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Assure compliance with District, State and federal requirements.
- Plan and organize food service transporting activities.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in food service.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE MANAGER I

#### BASIC FUNCTION:

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site. Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to District sites. Food Service Manager III incumbents plan, coordinate, manage and oversee a complex food services program.

#### REPRESENTATIVE DUTIES:

- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Meal production planning and scheduling.
- Applicable District, federal and State laws, rules and regulations related to food service.
- Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

**ABILITY TO:**

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Assure compliance with District, State and federal requirements.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in food service operations.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: LUNCHROOM MONITOR

#### BASIC FUNCTION:

Monitor students and assure proper conduct in the lunchroom; maintain cleanliness of food service facilities.

#### REPRESENTATIVE DUTIES:

- Monitor students and assure proper conduct in the lunchroom.
- Organize students into orderly lines for the purchase of food.
- Organize students for orderly disposal of food waste, trays and utensils.
- Report physical confrontations or incidences to appropriate personnel as needed; resolve minor problems as needed.
- Maintain cleanliness of food service facilities; arrange furniture as required.
- Receive and respond to suggestions for improvement of food service student activities.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Basic food service operations.
- Proper student conduct and discipline.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

##### ABILITY TO:

- Supervise students and assure proper conduct in the lunchroom.
- Maintain cleanliness of food service facilities.
- Learn District policies and procedures related to assigned activities.
- Work cooperatively with others.
- Arrange furniture.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.



## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE SUPERVISOR II

#### BASIC FUNCTION:

Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to District schools; train, supervise and evaluate assigned staff.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Supervisor II incumbents supervise complex operations and activities of a central kitchen and plan food service transportation to District school sites or supervise the activities of a large school district food service operation. Food Service Supervisor I incumbents supervise food services operations at an assigned school site.

#### REPRESENTATIVE DUTIES:

- Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to District schools as required.
- Plan and supervise the preparation of meals according to District menu guides; determine amount to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage.
- Monitor and control activities involved in food transport to serving kitchens to assure standards of quality and sanitation, health regulations and time lines are met.
- Prepare work schedules and assign duties for subordinate personnel; train, supervise, discipline and evaluate assigned staff; screen and recommend hiring of new employees.
- Assist in the inspection of the central kitchen or assigned District kitchens to assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, sales, requisitions, transportation records, daily reports of meals served and production sheets.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; oversee and assist with proper storage and efficient use of food and supplies.
- Assist in coordinating food service operations with school activities to improve school and community public relations and increase student participation.
- Prepare food for transport to serving kitchens as required; assure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits and deposit monies into appropriate account.
- Confer with the supervisor regarding cafeteria needs, conditions and menu changes.
- Operate a variety of equipment and machines used in a kitchen, including slicer, chopper, mixer, oven and others.

**REPRESENTATIVE DUTIES - continued:**

- Attend in-service meetings and workshops related to food service operations and activities.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and operation of a large food service program.
- Methods of calculating and estimating needed food and supplies.
- Methods of preparing, cooking and serving food in large quantities.
- Sanitation and safety practices related to cooking, serving and transporting food.
- Standard kitchen equipment, utensils and measurements.
- Storage and rotation of perishable food.
- Principles and practices of supervision and training.
- Inventory methods and practices.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

**ABILITY TO:**

- Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff.
- Calculate, estimate and requisition food and supplies.
- Train, supervise and evaluate personnel.
- Maintain records and prepare reports.
- Assure food preparation, service, transport and storage are in accordance with health, sanitation and safety regulations.
- Participate in and assure proper maintenance of food service equipment and serving areas are in a clean and sanitary condition.
- Operate standard kitchen equipment safely and efficiently.
- Lift heavy objects.
- Meet schedules and time lines.
- Work independently with little direction.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years food service experience.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE SUPERVISOR I

#### BASIC FUNCTION:

Plan, organize and supervise food service operation at an assigned school site; train, supervise and evaluate performance of assigned staff.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Supervisor I incumbents supervise food services operations at an assigned school site. Food Service Supervisor II incumbents supervise complex operations and activities of a central kitchen and plan food service transportation to District school sites or supervise the activities of a large school district food service operation.

#### REPRESENTATIVE DUTIES:

- Plan, organize and supervise food service operations at an assigned school site; supervise the serving and storage of food in accordance with established guidelines and procedures.
- Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
- Prepare work schedules and assign duties for subordinate personnel; train, direct, discipline and evaluate assigned staff; participate in the selection of new employees.
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
- Prepare tickets for sale and free lunch students; sort tickets according to established procedures.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.
- Confer with supervisor regarding cafeteria needs, conditions and menu changes.
- Operate a variety of equipment and machines used in a school cafeteria, including cash register, slicer, chopper, mixer, oven and others.
- Attend meetings related to food service operations and activities.
- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Basic operations of a school cafeteria.
- Principles and methods of quantity food service preparation, serving and storage.
- Standard kitchen equipment, utensils and measurements.

**KNOWLEDGE OF - continued:**

- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to transporting and serving food.
- Principles of nutrition.
- Record-keeping techniques.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Plan, organize and supervise food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally and in writing.
- Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years food service experience.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE PROGRAM ASSISTANT

#### BASIC FUNCTION:

Schedule, conduct, evaluate and participate in the auditing of free and reduced meals; assure compliance with National School Lunch program requirements; train food services personnel and school bookkeepers in the free and reduced meals application procedures; assist in the development of instructional and informational materials related to the assigned areas of responsibility.

#### REPRESENTATIVE DUTIES:

- Schedule, conduct, evaluate and participate in the auditing of free and reduced meals; assure compliance with National School Lunch program requirements; review procedures followed at each site and recommend changes as appropriate.
- Conduct operational program reviews; notify administrative staff in the food services department of the audit/review status of each site visited, audited and evaluated.
- Train food services personnel and school bookkeepers in the free and reduced meals application procedures; provide workshop and on-site training.
- Develop, write and submit reports to principals and other staff; recommend changes in program operations to assure compliance with federal and State requirements.
- Advise food services personnel on approved collection procedures for meal services.
- Advise principals and other staff regarding meal ticket distribution and coding, organization and maintenance of master lists and the handling of lost or misused tickets.
- Monitor on-line responsibilities of food services managers, supervisors and cashiers in accordance with reduced meal claims procedures.
- Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Nutritional and operational requirements of the National School Lunch Program and related federal and State regulations, including the evaluation of applications for free and reduced priced meals.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

##### ABILITY TO:

- Schedule, conduct, evaluate and participate in the auditing of free and reduced meals.
- Assure compliance with National School Lunch program requirements.
- Train food services personnel and school bookkeepers in the free and reduced meals application procedures.

**ABILITY TO - continued:**

- Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work independently with minimal supervision.
- Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years increasingly responsible food services management experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license. Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: LEAD FOOD SERVICE ASSISTANT I

#### BASIC FUNCTION:

Plan, organize and lead food service operation at an assigned school site; train, assign and provide work direction to assigned personnel.

#### DISTINGUISHING CHARACTERISTICS:

Lead Food Service Assistant I incumbents lead food services operations a single assigned school site. Lead Food Service Assistant II incumbents lead complex operations and activities of a central kitchen and plan food service transportation to District school sites or supervise the activities of a large school district food service operation.

#### REPRESENTATIVE DUTIES:

- Plan, organize and lead food service operations at an assigned school site; assure the serving and storage of food is in accordance with established guidelines and procedures.
- Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
- Prepare work schedules and assign duties for assigned personnel; train and provide work direction.
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.
- Confer with supervisor regarding cafeteria needs, conditions and menu changes.
- Operate a variety of equipment and machines used in a school cafeteria, including cash register, slicer, chopper, mixer, oven and others as required.
- Attend meetings related to food service operations and activities.
- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Basic operations of a school cafeteria.
- Principles and methods of quantity food service preparation, serving and storage.
- Standard kitchen equipment, utensils and measurements.
- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to transporting and serving food.
- Principles of nutrition.

**KNOWLEDGE OF - continued:**

- Record-keeping techniques.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Plan, organize and oversee food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.



## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE ASSISTANT II

#### BASIC FUNCTION:

Assist in the preparation of food; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties. Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food.

#### REPRESENTATIVE DUTIES:

- Prepare and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare, cook and/or assemble sandwiches, burgers, fries, salads, meats, fruit, vegetables and cookies.
- Assemble items to be served and sold at designated food service area locations; prepare food for transport across campus or to other District locations, maintaining appropriate records as assigned.
- Prepare food service facilities for the serving of food; assure that serving lines are properly stocked with adequate food, beverages and supplies; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare money boxes or cash registers with appropriate amount and denominations of change.
- Collect tickets and money for meals and beverages sold and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipted monies, prepare bank deposit slips and deliver to school office for deposit.
- Count and maintain inventory records and notify supervisor of needed supplies.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store equipment, pots, pans, trays and other food service items.
- Assist other Food Services personnel with cooking and baking activities.
- Assist in storing unused food and supplies to assure compliance with health and sanitation standards; dispose of unusable leftovers and trash.
- Operate a variety of standard kitchen equipment such as a cash register, slicer, grater, mixer, frying machine, steamer, wrapping/sealing machine, dishwasher, steam cart and ovens as required.
- Train new food service employees and student workers as assigned.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Standard kitchen equipment, utensils and measurements.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

**ABILITY TO:**

- Prepare and serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Add, subtract, multiply and divide quickly and accurately.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Learn, 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.
- Lift heavy objects.
- Lift, bend, push, walk and stand for extended periods of time.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: FOOD SERVICE ASSISTANT I

#### BASIC FUNCTION:

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

#### DISTINGUISHING CHARACTERISTICS:

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties.

#### REPRESENTATIVE DUTIES:

- Prepare food service facilities for the serving of food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare moneyboxes or cash registers with appropriate amount and denominations of change.
- Sell a variety of foods and beverages and make proper change; collect tickets and money for meals and beverages sold and make appropriate change.
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.
- Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment as necessary.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Standard kitchen equipment, utensils and measurements.
- Basic math and cashiering skills.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

##### ABILITY TO:

- Serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.

**ABILITY TO - continued:**

- Operate a cash register and make change accurately.
- Learn, apply and explain policies, procedures, rules and regulations.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: COOK/BAKER

#### BASIC FUNCTION:

Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

#### REPRESENTATIVE DUTIES:

- Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
- Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
- Train and provide work direction to others.
- Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Prepare and bake food for special events as needed; assist at banquets or special events as required.
- Assist in other food service areas as needed; collect money and make correct change.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.
- Standard kitchen equipment, utensils and measurements.

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**KNOWLEDGE OF - continued:**

- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.

**ABILITY TO:**

- Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Lift, bend, reach and stand.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in cooking and baking food in large quantities.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food personnel as prescribed in 702 KAR 6:045.

