



AIMS Board Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Over or Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

AIMS K-12 College Prep Charter District



Food Service Clerk

Category: Classified

Work Year: 11 months

Employment Type: Part-Time

Salary Range: starts \$15.00 hourly

Supervisor: Head of Schools or Designee

JOB GOALS:

Perform a wide variety of routine duties requiring good communications skills providing food service meal distribution by assisting school staff in supervising students in eating areas, traffic areas, and study hall rooms and by assisting staff with basic clerical needs

RESPONSIBILITIES:

Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid, food service.

Essential Functions:

- Arranges food and beverage items (e.g., placing in food warmer, a la carte trays, filling racks, mobile carts, etc.) for the purpose of making items available to students and staff.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and staff for the purpose of completing transactions and/or securing funds for reimbursement of costs.
- Inspects food items, work areas, etc. (e.g., personal hygiene, proper food temperatures, etc.) for the purpose of preventing cross contamination of food borne illnesses.
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites (by assignment).
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Uses proper body mechanics and cleaning procedures for the purpose of preventing accidental injuries to self and others.
- Following guidelines to ensure correct serving temperatures and adequate portion control.
- Serving customers (students) in a fast, efficient, and friendly manner.
- Providing customers with information regarding food ingredients, availability, and pricing.
- Escalating customer concerns and complaints to management.
- School food service workers perform a variety of duties on a daily basis. They may prepare work areas, restock service stations, prepare and serve food and drinks, answer questions, clean tables and dining areas and take payment for cafeteria items.
- Serve appropriate portion sizes, store and handle food in safe ways, keep records of and reorder stock, and participate in staff meetings.
- Assist in the cafeteria with the lunch line- ensuring that students receive a proper meal
- Assist students with lunch numbers as needed.

- Maintain order when students are lining up, eating and studying.
- Guide students in maintaining a clean eating area.
- Perform other duties as assigned

Other Functions:

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or directing to others

QUALIFICATIONS:

Any combination of education, training and/or equivalent to graduation from high school and one year of relevant experience.

Requirements:

Finger print clearance and tuberculosis clearance

KNOWLEDGE AND ABILITIES:

Ability to:

Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid, food handling, food distribution.

Knowledge of:

District policies regarding health, safety and other procedures; first aid techniques , food handling

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

(Pending AIMS Board Approval)