



XI - NC - II
EDUCATION

CODE NO. 54505
SALARY GRADE NO. 210

SCHOOL LUNCH ASSISTANT

General Statement of Duties and Responsibilities

Under general supervision, performs supervisory work of a difficult and responsible nature in the preparation, distribution and service of school lunches; performs related work.

Examples of Typical Tasks

In the field, assists an area supervisor in supervising the school lunch program in public schools from an area office and in applying Bureau of School Lunch policies and standards in the area. Coordinates action necessary to deal with emergencies, changes in food orders, complaints, absences, and new assignments; checks time cards and inventories, controls hours of assignment and reports resignations; receives, breaks down and submits all food orders for central kitchen. Keeps records and files up to date; prepares and forwards information required by the payroll division; distributes new instructions or information affecting workers; is responsible, during absence of school personnel, for submission of weekly report

In the central kitchen annex, supervises the storage and dessert unit and the custodial functions. Instructs and assigns workers in unit. Requisitions all dessert items required for menus prepared by the dietitians. Directs the receiving of all dessert items, the packing of these items according to requirements of each school and the loading of packed items on trucks in correct sequence. Supervises the receiving and storing of all food items (other than dessert) in the central kitchen annex warehouse and the shipping of items to the central kitchen and cafeterias as required. Is responsible for the maintenance of inventory controls and the preparation of shipping and receiving tallies, daily consumption reports, and daily control of quantity of desserts required by each school.

In the central kitchen, supervises the operations of one of the following: the commissary unit involving the storage of all food in the central kitchen and delivering food, as requisitioned, to food production departments; the receiving and shipping unit, with the responsibility for receiving all commodities, supplies and equipment delivered to central kitchen, the loading of food on route trucks, and the receiving and sterilization of food containers; or the kitchen maintenance unit, involving custodial, maintenance, and guard functions. Assists in the supervision of the cooked food unit or the sandwich unit.

Assists the manager in the supervision of a large or very large high school cafeteria. Is responsible for the preparation and cooking of all food served in a large or very large high school cafeteria.

Qualification Requirements

1. Elementary school graduation and five (5) years of satisfactory, paid experience relevant to the duties of the position; or
2. A satisfactory equivalent.

Lines of Promotion

None. This class of positions is classified in the non-competitive class.