

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6563
Pay Grade: D05

FLSA: Non-Exempt

FOOD SERVICE ASSISTANT / VAN DRIVER

MAJOR FUNCTION:

Performs a variety of routine kitchen tasks essential to the efficient operation of serving meals in a school cafeteria. Responsibilities include the preparation, serving, and storage of food; cleaning and maintaining food service areas; cashiering; and operation of mechanical equipment. Work involves the operation of a van and transport of meals from a base production site to a designated satellite school or non-production site as assigned by management. Work is performed under direct supervision and is reviewed daily for results obtained.

DUTIES AND RESPONSIBILITIES:

- Assists with large scale food and beverage production by washing, peeling, weighing, cutting, assembling, sorting, and mixing foods.
- Follows written recipes and instructions; uses mathematics in expanding or checking recipe conversions.
- Sets up serving counters, cash stations, beverage service, condiment stations, and cleans up areas.
- Portions and serves food, supplies serving line as required.
- Records quantity of used and unused food; stores food using proper sanitary procedures; and supplies food for next day.
- Performs cashiering duties including the operation and accountability of school service funds; maintains related records as required.
- Checks out supplies from storeroom; maintains required records.
- Operates kitchen production equipment including fryers, mixers, ovens, choppers, slicers, steamers, compactors, scales, dishwashers, etc.; maintains defined standards of safety in handling equipment and tools.
- Washes dishes, pots and pans, and utensils; scrapes trays; empties refuse.
- Cleans dining room tables and chairs; cleans work areas and equipment, including but not limited to steamers, fryers, ovens, serving counters, and refrigerators; sweeps and mops kitchen floors.
- Sets up dining room for special functions.
- Operates a van and applies knowledge of Florida State traffic safety rules and regulations.
- Provides delivery service within the Food Services department from a base production site to specified satellite schools or non-production sites involving the loading, delivery, and unloading of school lunches; maintains simple records on meals delivered or received.
- Performs lifting on a routine basis.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Completion of the eighth grade with functional skills in reading, writing, and mathematics. Possession of a valid State of Florida Class E noncommercial driver's license; must satisfactorily complete a one-week Drivers Education Training Program provided by the School Board. Must pass the PCSB Food Services twelve (12) hour course in Sanitation and Safety.

ISSUED: 5/87 MW; BOARD APPROVED: 9/23/87; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: 3/97 PBL; BOARD APPROVED: 8/26/97; REVISED WC: 8/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

FOOD SERVICE ASSISTANT / VAN DRIVER

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job					X