

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2024**  
**RANGE: 37.0**  
**CLASSIFIED**  
**CODE: 2, 4, 7**

**FOOD SERVICE ASSISTANT (KEEP)**

**DEFINITION**

Under supervision, to assist in the preparation of foods;

to assist in the cleaning of the kitchen and serving areas, utensils and equipment;

to do related work as required.

**EXAMPLES OF DUTIES**

Participate in the preparation of foods, including the preparation of sandwiches, salads, relishes, hot entrees, and a variety of other foods;

butter bread;

cut cakes and fresh fruits for serving;

may occasionally prepare and bake a variety of baked goods, including cakes and cookies;

assist in the receiving and storing of foodstuffs, supplies, and materials;

assist in inventory control;

assist in setting up food preparation lines;

heat, set up and serve food;

clean and store kitchen equipment;

wash dishes, pots, and pans;

help maintain food service facility in an orderly, safe, and sanitary condition.

**QUALIFICATIONS**

Knowledge of:

Basic methods of preparing and serving foods in large quantities;

standard food service appliances and equipment;

basic arithmetical calculation;

simple record keeping procedures.

Ability to:

Operate a variety of food service equipment;

work quickly and efficiently;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift and carry 50 pounds, climb step ladders, stoop, bend, squat, and stand for long periods;

see and hear sufficiently to perform duties listed above.

Experience:

Six (6) months working in a food service oriented position.

Education:

Ability to obtain a high school diploma or GED within one year;

completion of formal or informal education sufficient to ensure the ability to read and write at the level required for successful job performance;

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Possess or secure within one month of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/17/15

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