

**Leon County Public Schools
Classification Specification**

Salary Grade 36

Summary Information:

Classification Title: Food Service Assistant

Date Prepared: 7/2005; 08/2004, 4/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

466	Food Service Delivery	Prepare, set up, and serve food.
341	Cash Receipts	Receive cash payments. Balance and close cash drawers or registers.
413 A	General Cleaning – Food Services	Clean Central Kitchen and delivery equipment. Operate cleaning equipment to perform job duties.
480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School Diploma or equivalent with no related experience required

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/2005; 08/2004, 07/01/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Decision making • Delegation • Individual/group leadership • Interpersonal (working with groups) • Knowledge of Business/organizational systems • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 	X	X X X X X X X X X X X X

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 	X	X X X X X X X X X X

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting/finance • Advanced math - algebra, statistics, geometry • Architecture • Bookkeeping • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering • Graphic arts • Landscaping • Good Judgment • Work standards • Integrity 	X X	X X X X X X X X X X X X X X

