

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit C  
Class Codes

FOOD PRODUCTION ASSISTANT  
FOOD PRODUCTION WORKER

4399  
4398

#### DEFINITION

Performs a variety of routine tasks related to the receiving, cooking, plating, packaging, shipping, and sanitation efforts in a high volume food processing plant. Duties involving extended periods of heavy lifting or other strenuous physical activity are assigned to Food Production Assistants.

#### TYPICAL DUTIES

Assists in unloading food supplies and moves the supplies to appropriate holding locations, such as refrigerators, freezers, or other storage areas.  
Unpacks by hand or by machine various foods from cans, cartons, or other containers.  
Performs a variety of hand and machine-assisted operations in washing, mixing, measuring, weighing, slicing, or otherwise preparing foods for cooking, baking, or packaging.  
Assists in cooking and baking by adding specified quantities of ingredients, putting in and removing products from kettles and ovens, and delivering them to assembly and packaging areas.  
Participates in the plating, packaging, and assembly of food items by loading, adjusting, and operating production line machines and by hand placing or packing food items as necessary to complete the assembly process.  
Cleans up spills and makes minor adjustments to and removes food or packaging obstructions from food dispensing equipment.  
Prepares completed food products for shipment by placing products on trays, baskets, pallets, or carts, counting and moving them into site refrigeration/freezer or delivery trucks.  
Disassembles, assembles, cleans, and sanitizes a variety of automated and manual equipment; cleans and sanitizes work areas; and assists in general facility cleaning.  
May operate a forklift or a supply transporter.  
Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Food Production Workers and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a forklift or supply transporter.

A Food Production Supervisor supervises a crew of Food Production Workers and/or Food Production Assistants in a functional unit of a high volume food production facility and performs the most responsible and complex food production duties.

A Food Service Worker prepares, produces, heats, cooks, and serves a variety of foods from fresh, canned, dry or frozen state and assists in other related tasks in a designated Food Service production and/or service area and performs cleaning and sanitizing duties according to Food Services Operating Standards.

#### SUPERVISION

Immediate supervision is received from employees in Food Services supervisory classes. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Use, care, and cleaning of food preparation equipment and utensils  
Basic principles of food sanitation and handling  
Safety rules and procedures related to working with machinery, food preparation equipment, and utensils  
Microsoft Office

### Ability to:

Perform a variety of machine and hand operations rapidly and thoroughly  
Work effectively with other employees  
Learn to operate a forklift or supply transporter  
Communicate orally

### Special Physical Requirements:

Auditory acuity as required to hear oral communications while noisy machinery is in operation  
Visual acuity as required to measure, weigh, and package foods and ingredients  
Good depth and space perception as required to operate a forklift or supply transporter  
Manual dexterity as required to operate or to work in close proximity to food production machinery  
Stand and walk on concrete and tile floors for long periods of time  
Work in refrigerated areas  
Safely lift and carry items weighing up to:  
a) 40 pounds (Food Production Worker)  
b) 100 pounds (Food Production Assistant)

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Experience in the manufacturing, packaging or processing of foods in large quantities and in the care of related equipment is preferable.

### Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained at time of appointment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
01-30-08  
JDN