

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare and serve hot and cold menu items to students and staff at an assigned campus; maintain the kitchen and food service areas in a safe, clean and orderly condition.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties. The Food Service Assistant III classification performs cashiering and cash management duties in addition to performing responsible food service preparation and service activities. Incumbents serve as leads, training and assigning work to students assistants and staff. The Food Service Assistant I classification performs routine food service activities at an assigned site. Incumbents prepare and serve food from a snack cart and perform basic cashiering duties.

REPRESENTATIVE DUTIES:

Prepare and serve hot and cold menu items to students and staff at an assigned school; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations. *E*

Prepare hot and cold beverages including coffee, tea and juice; prepare frozen foods from freezer; fry and serve frozen foods including burritos, fries and onion rings; cut carrots, celery and other vegetables as required. *E*

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items as assigned; set-up, count, stock and serve milk; check expiration dates and discard containers as needed; monitor temperature of freezers and refrigerators. *E*

Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed. *E*

Perform general cleaning duties such as mopping, sweeping, emptying trash receptacles, monitor and replenish stock levels of condiments, utensils and dishes; set up staff dining area. *E*

Estimate food and supplies needed for operation; stock food supplies according to established procedures; assist with the storage of food supplies and leftover items; assist with periodic inventories as assigned; maintain related records. *E*

Operate a variety of equipment and machines used in a school cafeteria; operate a cash register; perform cashiering duties; maintain records of meals and beverages served and monies collected. *E*

Train new food service employees and student workers as assigned.

Assist with food preparation and service at special events as assigned.

Answer phones; take and relay messages to staff as appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation practices related to preparing, handling and serving food.

Basic math and cashiering skills.

Basic record-keeping techniques.

Operation of food service equipment and a cash register.

Rules and regulations pertaining to health and safety in the cafeteria.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Basic food preparation including washing, cutting and assembling food items and ingredients.

ABILITY TO:

Operate food service equipment safely and efficiently.

Maintain food service equipment and areas in a clean and sanitary condition.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Assure that food items are prepared, served and stored properly.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Meet schedules and time lines.

Understand and follow written or oral directions.

Maintain records related to work performed.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any Combination Equivalent To:

Graduation from high school and one year experience in the operation of preparing and/or serving food.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California Driver's License.

Possession of, or ability to obtain, a valid California Sanitation Certificate.

Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor kitchen environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- | | | |
|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, push and pull. |
| <u>3</u> | g. | Ability to stir. |
| <u>2</u> | h. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>50</u> lbs. |
| <u>4</u> | j. | Ability to reach in all directions. |

HAZARDS:

Heat from ovens.

Working around knives, slicers or other sharp objects.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.