

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled food production, preparation and service duties at an assigned campus; train and provide work direction to assigned student workers and staff; maintain the kitchen and food service areas in a safe, clean and orderly condition.

DISTINGUISHING CHARACTERISTICS:

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 providing work direction to assigned 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. The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties.

REPRESENTATIVE DUTIES:

Monitor and participate in the preparation, production and serving of main dishes, bakery products and other large quantity dishes according to menu specifications; observe quality and quantity of food served according to established procedures; assure proper temperature of foods. *E*

Assure compliance with kitchen safety and sanitation regulations; maintain food quality standards including appearance and nutritional requirements; monitor and record temperature of freezers and refrigerators. *E*

Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items; set-up, replenish and maintain cleanliness of salad bars as needed; monitor and replenish stock levels of condiments, utensils and dishes; fill ice machine, water container and soda dispensers. *E*

Operate a cash register, calculator and coin counting machine; perform cashiering duties; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected; collect cash drawers at end of shift; read register tapes and count cash drawers. *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*

Train and provide work direction to assigned food service employees and student workers; monitor the performance of staff in production, preparation and serving activities; prepare time sheets for student workers. *E*

Estimate and cost food and supplies needed for operation; receive, inspect, verify and accept delivery

of food and supplies; coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing foods. *E*

Prepare lunches and food carts for the child care centers; maintain related records. *E*

Inventory food supplies and equipment according to established procedures; maintain related records. *E*

Operate a variety of equipment and machines used in a school cafeteria. *E*

Assist with coordinating food service operations for catering, luncheons and other special events as assigned; drive a vehicle to transport food to outside events.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitation and safety practices related to cooking and serving food.

Math and cashiering skills.

Record-keeping techniques.

Methods of preparing and serving food in large quantities.

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.

Inventory methods and practices.

Principles of training and providing work direction.

Storage and rotation of perishable food.

Nutritional requirements of school-aged children.

Oral and written communication skills.

ABILITY TO:

Operate food service equipment safely and efficiently.

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

Prepare and serve food in accordance with health and sanitation regulations.

Prepare appetizing and nutritionally balanced meals.

Prepare and bake various bakery items such as bread, rolls, buns, cakes and cookies.

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

Follow, adjust and extend recipes.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

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

Assign and review the work of others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.
Understand and follow written or oral directions.
Maintain records.

EDUCATION AND EXPERIENCE:

Any Combination Equivalent To:

Graduation from high school and two years 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.

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