FOOD SERVICE ASSISTANT I/II

DEFINITION

Under general supervision, provides food service and sales, basic cooking and site and equipment clean-up activities in support of the College's cafeteria and coordinated food services program; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Food Service Assistant I is the entry level class in this series. Initially under supervision, incumbents learn basic food preparation, service, sales, and clean-up activities. As experience is gained, incumbents will have the responsibility for a full service station, including directing and training student assistants or temporary staff. This class is alternately staffed with Food Service Assistant II and incumbents may advance to the higher level after twelve working months.

Food Service Assistant II is the experienced level class of this series, competent to perform the full range of food service support duties. This class is distinguished from Lead Food Service Assistant in that the latter has full responsibility for the outdoor food sales facilities. It is further distinguished from the Food Service Cook series of classes in that the latter has primary responsibility for large-scale, institutional food preparation whereas the Food Service Assistant series cook specific items related to area of assignment in addition to service activities.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists cooking staff in the preparation of baked goods, main dishes, soups, fruits and vegetables, desserts and sandwiches and other items
- Cooks specified items related to area of assignment and/or evening cafeteria service
- Slices, chops, dices, weigh and measures food using a variety of kitchen equipment
- Oversees particular area of assignment, such as the deli, pantry or other portion of the line
- Estimates food required and requisitions accordingly
- Sets up service area, stocks with appropriate amount of foods, and provides service to faculty, staff, students and the public
- Directs the work of, trains and demonstrates food preparation and service techniques to student assistants or temporary staff
- Participates in the preparation and service of food for catering projects
- May operate and close the cafeteria in the evening shift
- Operates a cash register and balances and accounts for monies received
- Portions and wraps food in preparation for service
- Ensures that both service and leftover food are stored in safe and sanitary condition
- Washes and cleans utensils, equipment and food storage area
- Maintains service and related areas in a clean and orderly condition
- Uses all commercial kitchen equipment in a safe manner
- Maintains accurate records of food ordered and served
- Performs related duties as required or assigned
QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Class Characteristics.

Knowledge of:

- Safe food handling, preparation and storage procedures
- Use and care of food preparation equipment
- Applicable health and sanitation requirements
- Basic and cost-effective menu planning techniques
- Basic techniques for directing the work of others
- Food portion control procedures
- Safety practices related to the work
- Business mathematics
- Basic recordkeeping principles

Skill in and ability to:

- Safely prepare and store foods according to established procedures
- Serve foods in an attractive manner
- Maintain equipment, utensils and work areas in a safe, clean, sanitary and orderly condition
- Direct the work of student assistants
- Provide work instruction to student assistants
- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of the work

Other requirements:

- May be required to possess and maintain a valid California driver's license and safe driving record
- Must possess stamina to stand for long periods of time
- Must be able to safely lift and carry food containers weighing up to 40 pounds

Education and experience:

A typical way of gaining the knowledge and skills outlined above is:

Food Service Assistant I: Equivalent to graduation from high school. Some college coursework in culinary arts or food service technology or large scale food service experience is desirable.

Food Service Assistant II: In addition to the above, twelve working months experience in the preparation and service of food in an institutional or other large scale food service program.

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