LEAD FOOD SERVICE ASSISTANT

DEFINITION

Under general supervision, plans, assigns, and reviews the work of staff and activities of off-site food sales facilities; personally performs food service and sales duties as well as equipment clean-up activities in support of the College's food coordinated services program; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is the working lead level class, responsible for providing direction to student assistants and others staffing the food sales facilities on-campus but away from the College cafeteria.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, oversees and coordinates operations at the off-cafeteria-site food sales operations
- Provides lead direction, training and work review to assigned staff
- Organizes work, sets priorities and follows-up to ensure coordination and completion of assigned work
- 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
- May participate in the preparation and service of food for catering projects
- Operates a cash register and balances and accounts for monies received
- May perform the full range of Food Service Assistant duties including assisting cooking staff in the preparation of various baked goods, soups, fruits and vegetables, desserts and sandwiches
- Portions and wraps food in preparation for service
- Ensures that both service equipment and left-over food are stored in safe and sanitary condition
- Washes and cleans utensils, equipment and food storage areas
- Maintains food service and related areas in a clean and orderly condition
- Uses all commercial kitchen equipment
- Reports the need for equipment repair
- Maintains accurate records of food ordered and served, student hours worked, etc.
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Retail cashiering and customer service principles and practices
- Cash handling and balancing practices
- Basic supervisory principles and practices
- Safe food handling, preparation and storage procedures
- Use and care of food preparation equipment
QUALIFICATIONS (continued)

Knowledge of: (continued)

- Safety practices related to work
- Applicable health and sanitation requirements
- Basic and cost-effective menu planning techniques
- Food portion control procedures
- Business mathematics
- Basic recordkeeping principles

Skill in and ability to:

- Plan, assign, direct, and review the work of staff
- Provide work instruction to others in work procedures
- Safely serve and store foods according to established procedures
- Receive, balance, and account for cash on a daily basis
- Maintain equipment, utensils and work areas in a clean, sanitary and orderly condition
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use sound judgment within established guidelines and procedures

Other requirements:

- Must possess a valid California driver's license
- Must possess stamina to stand for long periods of time, and strength to 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:

Equivalent to graduation from high school, and two years of experience in retail food sales, or in the preparation and/or service of food in an institution or other large scale food service program. Some college level coursework in business or culinary arts, or food service technology is desirable.

Revised: July 7, 1997