

## 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.