

FOOD SERVICE ASSISTANT

DEFINITION

Under general supervision performs routine quantity food preparation and serving; maintains food service facilities in a clean and sanitary condition; and performs related work as required.

CLASS CHARACTERISTICS

Incumbents in this class are expected to have sufficient knowledge and skill to perform routine, repetitive duties under supervision. Some positions may perform portions of a skilled function such as cooking or baking products under the close observation of a skilled level worker.

REQUIRED CERTIFICATE

Some positions may require a Food Handlers Certificate.

EXAMPLES OF DUTIES

Not every incumbent will perform all duties listed:

Serves and sells food to students and faculty, making change and accounting for sales tax. *E*

Prepares salads, hot and cold sandwiches, and desserts. *E*

Heats foods and assists in the preparation of entree items in central kitchen or high school cafeteria. *E*

Cleans, cuts, and otherwise prepares fresh vegetable items. *E*

Packages food for transport. *E*

Pans food for cooking, baking, and transport. *E*

Cuts pies, cakes, sandwiches, and other items. *E*

Cleans tables, chairs, food containers, serving counters, and other kitchen equipment. *E*

Washes pans, trays, plates, silverware, and serving equipment. *E*

Prepares, reheats or cooks a variety of precooked food products, insuring that sanitation and safety are preserved and that the product looks presentable to students. *E*

Stores food products received from central kitchen. *E*

Counts amount of food to correspond with days estimated sales. *E*

EXAMPLES OF DUTIES (cont.)

Places or assists in placing orders to central kitchen and established vendors. *E*

Stores food and makes daily report of amount sold. *E*

Rotates food for freshness. *E*

Prepares snack center or speed line for efficient daily operation. *E*

Prepares cold and hot packaging lines for efficient operation. *E*

Places appropriate amount of hot foods into warmers, as well as prepares cold sandwiches; fills punch and ice cream machines; sets up cola tanks. *E*

Makes french fries. *E*

Displays up packaged foods, fruit, milk, and dessert items. *E*

Assures that daily production levels and standards are achieved. *E*

Closely supervises student helpers, keeping stations supplied and collecting dollar bills.

Takes inventory.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic food service safety and sanitation practices and principles;
2. Basic kitchen utensils and equipment;
3. Basic math; and
4. Methods of serving foods in large quantities.

Ability to:

1. Learn to operate machines found in a school cafeteria or snack bar;
2. Add, subtract, and make change rapidly;
3. Maintain food service equipment and facilities in clean and sanitary condition;
4. Understand and carry out oral and written instructions;
5. Establish and maintain effective relationships with those contacted in the course of work; and
6. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

WORKING CONDITIONS

Environment:

Food service facility environment; subject to heat from ovens, cold from walk-in refrigerators and freezers, and working evening or variable hours including weekends.

Physical Abilities:

Standing and walking for extended periods of time; moderate lifting up to 25 pounds; dexterity of hands and fingers to operate kitchen equipment; pushing or pulling objects, food trays and carts weighing up to 50 pounds; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

Hazards:

Exposure to hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slicers; exposure to detergents, abrasives cleaning solvents, and disinfectants.

Special Requirements:

Willing to work nights and weekends several times a year. Willing to wear uniform and hair net and comply with strict personal hygiene standards.

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