

SENIOR 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 are assigned functional and lead responsibility for an assigned section, such as snack bar, speed line, food assembly or goods packaging under the general supervision of food service manager. Incumbents organize work, heat food, supervise and train students, order food, count monies, and prepares a wide variety of reports. Incumbents work with considerable independence of action and may be assigned to serve in place of the manager during short-term absences.

CERTIFICATES REQUIRED

Food Safety Certificate.

EXAMPLES OF DUTIES

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

Prepares salads, hot and cold sandwiches, and desserts; and prepares cold and hot packaging lines for efficient operation. ***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***

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

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

Cleans tables, chairs, food containers, serving counters, and other kitchen equipment; washes pans, trays, plates, silverware, and serving equipment. ***E***

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

Stores food products received from central kitchen; rotates food for freshness. ***E***

Counts amount of food to correspond with the day's estimated sales; stores food and makes daily report of amount sold; assures that daily production levels and standards are achieved. ***E***

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

EXAMPLES OF DUTIES (cont.)

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

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

Makes french fries. *E*

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

Supervises student helpers, keeping stations supplied, and collecting dollar bills. *E*

Takes inventory. *E*

Performs related work as required.

MINIMUM QUALIFICATION

Knowledge of:

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

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. Organize and operate a snack bar without close supervision;
5. Operate equipment found in a kitchen and snack bar;
6. Work with and instruct student employees;
7. Inventory foodstuffs and supplies to maintain simple records;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work; and
10. Maintain work pace appropriate to given workload.

EDUCATION

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

EXPERIENCE

Experience in large quantity institutional food serving, preparation, and cashiering. Supervisory experience is desirable.

WORKING CONDITIONS

Environment:

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

Physical Abilities:

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

Hazards:

Exposure to very 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 Requirement:

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

Revised: 7/81

7/94