

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: FOOD SERVICE ASSISTANT

SALARY TABLE: 29

SALARY RANGE: 15

BASIC FUNCTION:

Under the direction of a Food Service Supervisor, oversee and participate in the operations and activities of an assigned food service facility including the preparation and serving of food items; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in the operations and activities of an assigned food service facility including the preparation and serving of food items; assist in assuring proper quality and quantity of food served; assure compliance with established procedures and safety and sanitation requirements.

Determine appropriate quantity of food items for cooking and preparation; assemble ingredients and cook, fry or heat food items as required; mix, slice, grate and chop food items; assist in assuring meals are distributed and served in a timely manner.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, food containers and other food service equipment; wash pots, pans, utensils and other serving equipment as assigned.

Train and provide work direction and guidance to hourly employees as assigned by the position; assign employee duties and review work to assure accuracy, completeness and compliance with established requirements and procedures.

Open and close food service facilities according to established procedures as required; operate facility independently as required; prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods.

Perform cashiering duties as assigned; sell food items, count money and make correct change; process credit card transactions as required; balance and prepare cash registers; utilize a computerized cash register as required.

Participate in food service inventory functions; estimate and order appropriate amounts of food items and supplies as directed; receive, store and rotate food items and supplies; verify accuracy of shipments; conduct daily and periodic inventories as required.

Set up and stock display cases, speed lines, salad/sandwich bars and carts for food service as

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assigned; deliver food to designated facilities as required.

Operate a variety of food service equipment such as stoves, steamers, ovens, grills, griddles, slicers, mixers, warmers and fryers.

Communicate with College personnel, outside agencies and customers to exchange information and resolve issues or concerns.

Maintain routine records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods of preparing and serving foods in large quantities.
- Sanitation and safety practices related to preparing, handling and serving food.
- Methods, equipment and techniques used in large-quantity food assembly.
- Basic math and cashiering skills.
- Storage and rotation of perishable food.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic inventory practices and procedures.
- Basic record-keeping techniques.
- General quality and portion control techniques.
- Proper lifting techniques.

ABILITY TO:

- Oversee and participate in the operations and activities of an assigned food service facility including the preparation and serving of food items.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Order, receive, store and rotate food supplies according to established procedures.
- Train and provide work direction and guidance to hourly employees as required.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Meet schedules and time lines.
- Work independently with little direction.
- Operate a cash register and make change accurately.
- Maintain routine records related to work performed.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in quantity

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food preparation and serving.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.