

**CLASSIFICATION TITLE:**        *Food Services Assistant, Lead*  
*Outdoor Education Camp Facility*

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under direction of the Food Services Supervisor, assists in the preparation and serving of foods; assist in maintaining food service facilities and equipment in a clean and sanitary condition; in the absence of the food service manager, organizes, oversees and participates in the operations and activities of the outdoor education and enterprise food services program.

**DIRECTLY RESPONSIBLE TO:**

Food Services Coordinator III

**SUPERVISION OVER:**

None; however, may train substitutes and extra help staff in food preparation and kitchen and dining room procedures and will coordinate duties of the food services staff in the absence of the Food Services Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification)

Lead Responsibilities:

Assist the Food Services Supervisor to plan, organize, oversee and participate in the operations and activities of the Outdoor Education food services program and Enterprise business food services program; assist with scheduling all food service shifts; assist in providing proper nutritional and meal requirements as mandated by the California Department of Education's Child Nutrition Program; plan cafeteria menus in accordance with mandated rules and regulations; assist the Food Services Supervisor to assure compliance with the nutritional requirements of diabetic students; to prepare and maintain a variety of reports, records, and lists related to assigned activities and personnel including menu production records, USDA perpetual inventory records, and health inspection reports; train kitchen staff and substitutes; communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues, and exchange information; in the absence of the Food Services Supervisor serve in the role of lead chef for school and enterprise groups.

Food Preparation:

Assist in the planning and preparation, cooking, and serving of food; wash, cut, slice, grate, mix, and assemble food items and ingredients; wrap and reheat food items according to established procedures; heat, portion, and serve food according to established procedures; assure proper temperature of foods; prepare special meals as necessary; operate food service equipment and kitchen appliances such as electric slicers, mixers, ovens, and grills.

Sanitation/Cleaning:

Clean and sanitize food preparation and storage areas, food containers, and other food service equipment; sweep and mop floors to assure a safe and healthy work environment; operate dishwashers and wash plates, utensils, and other serving equipment; perform general cleaning duties such as mopping, sweeping, emptying trash receptacles, refilling supplies, and cleaning items;

Other Duties:

Assist the Food Services Supervisor with food ordering and putting away orders in a methodical manner. and in menu planning particularly for enterprise events. Stock food items and supplies; assist in the storage and rotation of supplies; assist with periodic inventories as assigned; perform other duties similar to the above in scope and function as required.

**MINIMUM QUALIFICATIONS:**

License Requirements:

Serv-Safe Certification or ability to become certified.

Schedule:

Must be available to work a flexible schedule including some weekends.

Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the required knowledge and abilities. Experience in food service planning and production preferred.

Knowledge of:

Menu planning techniques including food values, combinations, and substitutions; nutritional requirements of school-aged children; record-keeping and report preparation techniques; methods and procedures for preparing, cooking, and serving food in large quantities; health and sanitation practices related to the cooking and serving of food; proper methods of storing and rotating food; proper method to wash, cut, slice, grate, mix, and assemble food items and ingredients; standard kitchen utensils and equipment; proper lifting techniques; basic inventory methods; interpersonal skills using tact, patience, and courtesy;

Ability to:

Assist the Food Services Supervisor to organize, oversee, and participate in the operations and activities of the Outdoor Education cafeteria; assist the Food Services Supervisor to plan cafeteria menus in accordance with mandated rules and regulations; prepare and serve food in accordance with sanitation and safety regulations; prepare attractive, appetizing, and nutritious meals for students and staff; assist the Food Services Supervisor to estimate and order appropriate quantities of food, supplies and materials; operate and maintain food service machines and equipment; assist the Food Services Supervisor to maintain records and prepare reports related to assigned activities; assure that food items are prepared, served, and stored properly; assist the Food Services Supervisor to train assigned staff; meet schedules and time lines; communicate effectively both orally and in writing; adhere to methods and procedures for preparing, cooking, and serving food in large quantities; adhere to health and sanitation practices related to the cooking and serving of food; adhere to proper methods of storing and rotating food; wash, cut, slice, grate, mix, and assemble food items and ingredients; operate standard kitchen equipment safely and efficiently; maintain food service equipment and areas in clean and sanitary condition; understand and follow oral and written directions; work cooperatively with others; meet schedules and time lines.

Environment:

Indoor kitchen environment.

Subject to heat from ovens and cold from walk-in refrigerators and freezers.

Physical Demands:

Standing for extended periods of time.

Lifting, carrying, pushing, or pulling light-medium weighted objects.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders, and horizontally to reach supplies.

Bending at the waist, kneeling, or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

Hazards:

Heat from ovens.

Exposure to cleaning chemicals and fumes.

Working around knives, slicers, or other sharp objects.