

Sutter County Superintendent of Schools

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

Salary Range: 8

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under direction, assists in the preparation and serving of food; assists in maintaining food service facilities and equipment in a clean and sanitary condition.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Food Services Assistant Lead and/or Food Services Coordinator, and the general supervision of the Director of Outdoor Education.

SUPERVISION OVER:

None; however, may train substitutes and extra help staff in food preparation and kitchen and dining room procedures.

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)

Food Preparation

Assist in the 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; wash kitchen related laundry items, such as towels, aprons, etc.

Other Duties

Stock food items and supplies; assist in the storage and rotation of supplies; assist with periodic inventories as assigned; set up dining room for meals; 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.

Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the required knowledge and abilities.

Knowledge of:

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:

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 objects up to 50 lbs. and team lifting objects over 50 lbs.

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.