

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### FOOD SERVICE ASSISTANT II

Salary Range 9

#### **BASIC FUNCTION:**

Under the direction of the Food Service Supervisor, performs a variety of duties in the preparation and serving large quantities of foods in the cafeteria; maintains food service facilities in a clean and sanitary condition; oversees operations supervises, trains, and provides work direction to student workers. Performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Perform a variety of duties in the preparation and serving large quantities of foods in the cafeteria; maintains food service facilities in a clean and sanitary condition. (E)
- Prepares grills, reheats or heats a variety of foods, assuring sanitation and safety measures are observed and food is served in an appetizing manner. (E)
- Takes food orders and prepares requested food items; serve and sells food to students and faculty. (E)
- Supervises, trains, and provides work direction to student workers. (E)
- Opens and closes facilities; stocks and replenishes cooking stations, grill area and salad bar; refill napkins, cups, ice, trays, condiments and other items as necessary. (E)
- Confers with the Food Service Supervisor regarding operations, problems, personnel, sales and other issues. (E)
- Trains and provides work direction to student workers involved in food preparation and service and kitchen clean up; assigns student workers according to volume and operations. (E)
- Maintains serving and display counters in a clean and orderly manner; stocks food display cases as required. (E)
- Fills in for Food Service Supervisor in her absence; assists with menu, catering, product ordering and receiving. (E)
- Serves as cashier in the absence of the cashier; collects money and makes change; solve issues or issues related to cashier operation; secures cash drawers and closes out cash registers. (E)
- Ensures proper food production and quality control of prepared foods. (E)
- Prepares and serves a wide variety of specialty food items for dinners, luncheons, meetings, banquets, coffees, and other special events; assists with catering, preparation of food, set-up and serving special events. (E)
- Operates a variety of food service equipment including slicer, chopper, mixer, fryer, oven, grill, beverage machines and others. (E)
- Performs other duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school, food handlers certificate and two years of increasingly responsible high volume and quality food service preparation and experience.

#### **KNOWLEDGE OF:**

Principles of training and providing work direction.  
Methods of preparing and serving food in large quantities.  
Sanitation and safety practices related to cooking and serving food.  
Basic math and cashiering skills.  
Standard kitchen equipment, utensils and measurements.  
Basic record-keeping techniques.  
Weights and measures used in cooking.  
Oral and written communication skills.

Methods of cleaning and maintaining food preparation and service areas, utensils and equipment in a clean and sanitary condition.

**ABILITY TO:**

- Perform supervisory duties in the cafeteria.
- Train and provide work direction to student workers as assigned.
- Prepare, serve and sell food in the cafeteria.
- Maintain food service equipment and facilities in a clean and sanitary condition.
- Make change quickly and accurately.
- Add, subtract, multiply and divide quickly and accurately.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Operate a variety of kitchen equipment safely and effectively.
- Understand and follow oral and written directions.
- Lift objects weighing up to 50 pounds.
- Operate a cash register and make change accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Follow health and sanitation requirements.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Supervise, train, and provide work direction to hourly and student workers.

**CONTACTS:** Co-workers, student workers, vendors, repair and security personnel, other departmental personnel.

**PHYSICAL EFFORT:**

- Lifting moderately heavy objects.
- Standing for extended periods of time.
- Dexterity of hands and fingers to operate kitchen equipment.
- Bending at the waist.
- Serving customers.
- Carrying, pushing or pulling trays and carts.

**WORKING CONDITIONS:**

- Food service environment.
- Heat from ovens.
- Handling hot foods and objects.
- Exposure to cleaning chemicals and liquids.