

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

FOOD SERVICE ASSISTANT I

Salary Range 6

BASIC FUNCTION:

Under the direction of the Food Service Supervisor, performs a variety of duties in the preparation, cooking, baking and serving of foods in the cafeteria; maintains food service facilities in a clean and sanitary condition. Performs other related duties as may be assigned.

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

- Prepares grill items as ordered, including sandwiches. (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)
- Performs a variety of duties in the preparation, cooking, baking and serving of foods in the cafeteria; maintain food service facilities in a clean and sanitary condition. (E)
- Assists with food catering and special events. (E)
- Prepares requested food orders for breakfast, lunch and other food items; serves and sell food to students and faculty. (E)
- Clean tables, food containers, serving counters and other kitchen equipment; wash pans, trays, plates, silverware and serving equipment. (E)
- Maintains serving and display counters in a clean and orderly manner; stocks food display cases. (E)
- Maintains freezer and storage areas including stock and deliveries. (E)
- Prepares facilities for daily operation; places hot food into warmers; prepares condiment table. (E)
- Trains and provides work direction to student workers involved in food preparation in the grill area. (E)
- Prepares a wide variety of specialty food items for dinners, luncheons, breakfast meetings, banquets, coffees and other special events. (E)
- Receives and stores incoming foods in freezer, refrigerator and other storage areas; rotates foodstuffs as needed.
- Opens and close the cafeteria and register drawers and locks facility.
- Operates a variety of food service equipment including slicer, chopper, mixer, fryer, oven, grill, beverage machines and others.
- Performs other duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and/or G.E.D. equivalent and one year of experience in a food service operation.

KNOWLEDGE OF:

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:

Prepare, serve and sell food in the cafeteria.

Maintain food service equipment and facilities in a clean and sanitary condition.

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.

Operate a cash register and make change accurately.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to student workers as assigned.

Follow health and sanitation requirements.

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