

FOOD SERVICE SERIES

Series Specification

Food Service Assistant I

Food Service Assistant II

Cook/Baker

DEFINITION

This series specification describes three classes used to prepare and serve food in a college cafeteria.

TYPICAL DUTIES

Food Service Assistant I: Cleans dining, food preparation and serving areas; cleans and inspects galley equipment, kitchen appliances, work areas for functional operation. Fills food and napkin containers; operates laundry equipment; assists with inventories; and unpacks and shelves food supplies. Operates a cash register; requisitions food supplies, kitchen equipment and appliances, and other supplies and receives deliveries; and compiles and maintains food cost records and accounts. Apportions and serves food to students, employees, or patrons. Assists in cleaning, cutting, and cooking meat, fish, and poultry. Directs Oversees and trains CalWork students; directs activities of one or more student workers who assist in preparing and/or serving meals. Assists in preparing and cooking vegetables, salads, dressings, and desserts; assists in baking breads, rolls, and other pastries. Assists with preparation of salads, sandwiches, breads, and desserts. Assists in cooking foodstuffs according to menu, special dietary or nutritional restrictions, and number of persons to be served. Prepares hot and cold drinks; works in snack bar; and performs related duties as assigned.

Food Service Assistant II: Washes pots, pans, dishes, utensils, and other cooking equipment; sets up and replenishes steam tables. Cleans dining, food preparation and serving areas; cleans and inspects galley equipment, kitchen appliances, and work areas for functional operation. Fills food and napkin containers; operates laundry equipment; assists with inventories; unpacks and shelves food supplies. Operates a cash register; requisitions food supplies, kitchen equipment and appliances, and other supplies and receives deliveries; and compiles and maintains food cost records and accounts. Apportions and serves food to students, employees, or patrons. Assists in cleaning, cutting, and cooking meat, fish, and poultry. Directs and trains students; serves as lead person over a small number of food service assistants. Operates a small snack bar and oversees the work of others assigned to snack bar. Prepares and cooks vegetables, salads, dressings, and desserts; assists in baking breads, rolls, and other pastries. Serves and may be in charge of sandwich, salad department. Serves as fry cook. Assists with preparation of salads, sandwiches, breads, and desserts. Assists in planning menus, taking advantage of foods in season and local availability. Cooks foodstuffs according to menu, special dietary or nutritional restrictions, and number of persons to be served. Prepares specifically assigned menu items. Helps in all phases of food service operation as needed; and performs related duties as assigned.

Cook/Baker: Prepares foods such as meats, vegetables, salads, sandwiches, soups, sauces and gravies, doughnuts, sweet rolls, bread, puddings, pizza, tacos, burritos, pies, and hot and cold drinks; cleans serving, dining, food preparation and storage areas, utensils, and equipment; sets up and replenish steam tables and other food, utensil, and supply dispensers; assists in completing periodic inventories; performs office work such as checking and coding invoices, maintaining and submitting time sheets, maintaining current prices on inventory, typing a variety of correspondence, and keeping records of cost and sales and balancing to data processing print-out; serves prepared food to cafeteria customers or prepare sandwiches and salads to order and serve; performs related duties as assigned.

ALLOCATION FACTOR

Variety, type and complexity of duties assigned; degree of supervision received and exercised; and consequence of decisions made.

LEVEL DESCRIPTIONS

Food Service Assistant I: The entry and first working level class of the series. Incumbents, under supervision, operate a cash register; clean dining, food preparation and serving areas; prepare hot and cold drinks; fill food and napkin containers; assist with inventories; unpack and shelve food supplies; wash dishes, utensils and equipment; operate laundry equipment; assist with preparation of salads, sandwiches, breads, and desserts; work in snack bar.

Food Service Assistant II: The second working level class of the series. Incumbents, under general supervision, prepare specifically assigned menu items such as salads, sandwiches, soups, pie fillings, gravies, meat and vegetable dishes, etc.; serve as fry cook; maintain financial and food records; assist with inventory; store food items; may operate a snack bar and oversee the work of others assigned to snack bar; set up and replenish steam tables; serve and may be in charge of sandwich, salad department; help in all phases of food service operation as needed; may assist in preparing food for banquets and/or buffets; serve as lead person over a small number of food service assistants.

Cook / Baker: The journey cook or baker class of the series. Under general supervision, serves as cook or baker preparing the entrees and vegetables, breads, and desserts; determines food quantities necessary for groups of varying sizes; plans cooking or baking schedule; leads work of other food service assistants or others assigned to cafeteria as directed; stores leftover food and makes plans for its use. Prepares food reports on daily operation; and prepares food as needed for snack bar.

QUALIFICATIONS

EXPERIENCE:

Promotional

General

Food Service Assistant I

No minimum qualifications.

No minimum qualifications.

Food Service Assistant II

Six months of experience in the Los Rios CCD performing food service duties at the level of a Food Service Assistant I.

One year of experience in the preparation and serving of food.

Cook/Baker

Two years of experience in the Los Rios CCD performing food service duties at the level of a Food Service Assistant II.

Three years of increasingly responsible food service experience including one year of cooking or baking in large quantities.

SPECIAL REQUIREMENT

Cook/Baker: Must have valid California drivers license.

All Levels: Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

All Levels: Knowledge of common kitchen appliances and utensils; sanitation and safety measures in food preparation; methods of cleaning and maintaining food service areas; principles and processes for providing customer service.

Food Service Assistant II: Knowledge of common kitchen appliances and utensils; sanitation and safety measures in food preparation; methods of cleaning and maintaining food service areas; principles and processes for providing customer services; methods of cleaning and preparing foods for cooking; and methods of storing foods.

Cook / Baker: Knowledge of common kitchen appliances and utensils; sanitation and safety measures in food preparation; methods of cleaning and maintaining food service areas; methods of preparing, cooking, storing and serving foods; menu preparation and method of estimating required food quantities; and methods of cooking or baking foods in large quantities.

SKILL IN

All Levels: Skill in understanding written sentences and paragraphs in work related documents; identifying the nature of problems; controlling operations of equipment or systems; following directions; finding ways to structure or classify multiple pieces of information; and determining the kind of tools and equipment needed to do a job.

Food Service Assistant II: Skill in inspecting and evaluating the quality of products; understanding written sentences and paragraphs in work related documents; identifying the nature of problems; controlling operations of equipment or systems; listening to what other people are saying and asking appropriate questions; finding ways to structure or classify multiple pieces of information; determining the kind of tools and equipment needed to do a job; knowing how to find information and identifying essential information; and identifying the things that must be changed to achieve a goal.

Cook/Baker: Skill in inspecting and evaluating the quality of products; cooking and baking large quantities of food; understanding written sentences and paragraphs in work related documents; preparing and planning menus; controlling operations of equipment or systems; and determining the kind of tools and equipment needed to do a job.

ABILITY TO (ESSENTIAL FUNCTIONS)

All Levels: The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to operate cafeteria equipment and cash registers; follow directions; read at a level of comprehension that will provide understanding of label information on food and cleaning containers; carry serving trays and trays

of dishes; store and remove food from storage areas; cut vegetables and meats per direction; and operate food - and dish-laden push carts; and provide portion control.

Food Service Assistant II: The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to operate cafeteria equipment and cash registers and follow directions. The ability to read at a level of comprehension that will provide understanding of label information on food and cleaning containers; and write at the level required for successful job performance. The ability to carry serving trays and trays of dishes; operate food - and dish-laden push carts; and store and remove food from storage areas. The ability to cut vegetables and meats; provide portion control; and prepare salads, sandwiches and some hot foods. The ability to lead the work of others and keep accurate records.

Cook/Baker: The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to follow directions; read at a level of comprehension that will provide understanding of label information on food and cleaning containers; write at the level required for successful job performance; provide portion control; carry serving trays and trays of dishes; store and remove food from storage areas; cut vegetables and meats; operate food - and dish-laden push carts. The ability to cook meats and vegetables in large quantities; or prepare bakery products in large quantities; prepare menus; estimate quantities of food required; and utilize leftovers.

Physical and Environmental Factors: Must be able to lift up to 40 pounds.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Cash registers, steam kettles, steam ovens, ovens, proofing ovens, blenders, choppers, graters, bun-rolling machines, coolers, freezers, ranges, griddles, grills, toasters, mixers, fryers, washing machines, clothes dryers, and food processors.