

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Food Service/Delivery Worker

HOURLY RATE: \$15.14.hour

DUTIES AND RESPONSIBILITIES : To load, deliver, and serve and assist in the preparation of large quantities of food and to wash and deliver dishes, utensils and kitchen equipment. The Substitute/Relief Food Service/Delivery Worker receives direct supervision within a framework of standard policies and procedures; performs a variety of manual and routine functions related to day to day food service operations; and is responsible for daily food delivery within assigned time schedule.

ESSENTIAL/TYPICAL DUTIES

Washes dishes, utensils, pots and pans; maintaining established sanitary standards; cleans stoves, steam kettles, ovens and other standing kitchen equipment; sweeps and mops floors

Packs dishes and utensils for delivery; loading and unloading delivery vehicle as required

Prepares food for delivery and/or serving, packing food properly for safety and delivery

Assists in the preparation of a variety of hot and cold food, salads and beverages as assigned

Assists in maintaining routine records related to kitchen operations, outputs, and inventory

Assists in maintaining kitchen and its equipment in a sanitary and orderly condition

Assists in inventorying foodstuffs, kitchen equipment, supplies, and materials periodically

Operates kitchen equipment as assigned including dishwasher, mixer, slicer, oven, and steam kettle

Delivers food to a variety of County sites on assigned routes(s)

Keep daily checklist of inventory of food/equipment upon return to kitchen

Delivers department pony mail and other equipment or materials as required

Performs pre-safety check and inspection of van ensuring proper and safe operation prior to starting assigned route

Performs routine maintenance and servicing of van such as adding gas, oil, and other needed fluids

Reports major repairs or servicing needs to proper authority

Picks up food from suppliers as assigned

Performs related duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Drivers License

A driving record which meets the County Office of education's insurance requirements

Knowledge of:

Common equipment, kitchen utensils, methods and terminology used in food preparation

Proper methods of food serving and food handling; modern kitchen cleaning methods, supplies and equipment

Safe driving techniques

English communication skills

Ability to:

Understand and follow oral and written instructions

Operate standard kitchen equipment

Interpret and apply proper sanitation and safety procedures for institutional food preparation

Prepare food in large quantities

Perform proper inventorying procedures

Operate light vans in a safe and efficient manner

Safely use chemical cleaning agents

Meet the physical requirements necessary to safely and effectively perform assigned duties

Maintain effective work relationships with those contacted in the performance of required duties.

TRAINING AND/OR EXPERIENCE

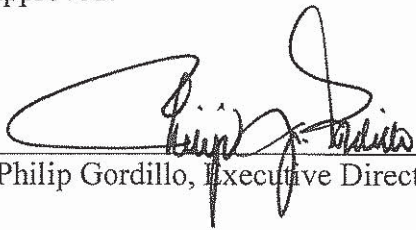
Graduation from high school or equivalent and other sufficient training or experience that could provide the required knowledge and abilities.

PHYSICAL DEMANDS: Physical condition necessary to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies and serve food; lifting heavy objects.

WORK ENVIRONMENT: While performing the duties of this job, the employee works in an indoor or outdoor kitchen or cooking environment. The noise level in the work environment is usually moderate.

BARGAINING UNIT: Substitute Workers Unit

Approved:



Philip Gordillo, Executive Director, Human Resources

06/12/13
Date