

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FOOD SERVICE ASSISTANT/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Supervisor – Food Services, assist in the preparation, cooking, distribution and packaging of food items at the central kitchen for distribution to County school sites; load and deliver daily food within assigned time schedules; maintain central kitchen food service areas and equipment and utensils in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the preparation, cooking, distribution and packaging of food items at the central kitchen for distribution to County school site; assist with salad preparation, cooking hot foods, bakery or distribution; utilize specialized machines in the quantity packaging of food items; maintain the central kitchen, equipment and utensils in a clean and sanitary condition.

Prepare and serve hot and cold food items at assigned serving kitchens; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; heat, arrange and distribute food items according to established procedures and portion control standards.

Participate in maintaining kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, food containers and food service equipment; operate dishwashers and wash trays, pots, pans, plates; scrub counters, tables, chairs, utensils and other serving equipment as assigned. Sweep and mop floors.

Prepare and package food items such as vegetables, fruits, salads and dressings at the Central Kitchen for distribution to school sites; wrap and sort food items according to established portion control standards.

Count and set-up plates, trays and utensils; stock condiments, food items and paper goods; order, pick up, receive, store, rotate and dispose of food items and supplies as directed; stock bins with food supplies; conduct daily inventories as directed.

Load and deliver daily food within assigned time schedules; inspect delivery vehicle to assure proper operating condition; replenish gas as needed; clean vehicle as needed; report safety concerns to appropriate personnel.

Retrieve food items according to established quantity specifications as required; open cans; replenish containers as necessary; assist in the storage and rotation of supplies in storage areas.

Operate standard food service equipment such as ovens, warmers mixers, slicers and food service machines; utilize specialized machines in the quantity packaging of food items.

Maintain various records related to inventory and assigned duties; participate in regular and periodic

inventories as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Traffic laws, defensive driving techniques and rules of the road.
Sanitation and safety practices related to handling and transporting food.
Proper loading and unloading of trucks.
Storage and rotation of perishable foods.
Oral and written communication skills.
Health and safety regulations.
Basic record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Perform a variety of activities in support of food service operations including the pick-up, delivery, storage and distribution of food items.
Assist in the preparation and cooking of meals and food items.
Drive a vehicle to various County Office locations to pick up and deliver food items and supplies.
Fill and process daily food service orders.
Load and unload shipments of food items and supplies.
Operate standard kitchen equipment safely and efficiently.
Follow health and sanitation requirements.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.
Work cooperatively with others
Meet schedules and time lines.
Maintain routine records related to work performed.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid Food Handler's card.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Subject to heat from ovens.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor food quality and quantity.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Walking.

HAZARDS:

- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.
- Heat from ovens.
- Traffic hazards.

Personnel Commission Approval: January 8, 2014



Sheila Lopez
Director-Classified Personnel Services

January 8, 2014

Date