

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FOOD SERVICE ASSISTANT

BASIC FUNCTION:

Under the direction of the Supervisor – Environmental Education, assist in the preparation, cooking, packaging and service of food items at the Walden West Science Camp; assist in the preparation and service of breakfast, lunch and dinner meals for campers; maintain 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 Walden West Science Camp; assist in the preparation and service of breakfast, lunch and dinner meals for campers; assist with salad preparation, cooking hot food and baking foods for campers; maintain the kitchen, equipment and utensils in a clean and sanitary condition.

Prepare and serve hot and cold food items at the Walden West Science Camp; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; heat, arrange and serve 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.

Assist in preparing vegetables, fruits, and other foods for cooking; prepare or assist in preparing salads, desserts, sandwiches, and beverages.

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

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.

Sweep, scrub and mop floors in food preparation and other work areas; pick up paper, trash and debris around cafeteria; sweep and clean walkways and entrances.

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:

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 cooking, baking, storage and service of food items.
Assist in the preparation and cooking of meals and food items for breakfast, lunch and dinner service.
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:

Incumbents must obtain a Food Handler's Certificate within the probationary period.

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.

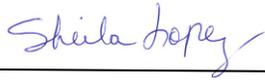
Working around knives, slicers or other sharp objects.

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