

# SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Food Service Assistant

HOURLY RATE: \$14.15/hour

DUTIES AND RESPONSIBILITIES : The Substitute/Relief Food Service Assistant assists in the preparation of large quantities of food and washes utensils and kitchen equipment. The Substitute/Relief Food Assistant receives direct supervision within a framework of standard policies and procedures and performs a variety of manual and routine functions related to day to day food service operations.

## ESSENTIAL/TYPICAL DUTIES

Assists in the preparation of a variety of hot and cold foods, salads and beverages as assigned; observes quality and quantity of food served according to established procedures; assures proper temperature of foods; heats, arranges and distributes food items according to established procedures and portion control standards.

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

Assists in maintaining required documentation records related to proper food storage the temperature at which food was served.

Assists in maintaining kitchen and 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.

Keeps daily checklist of inventory of food/equipment upon return to kitchen.

Performs related duties as required.

## EMPLOYMENT STANDARDS

### 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.

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.

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.

LICENSES AND OTHER REQUIREMENTS

Possession of Food Handler Certificate.

Completion of Child and Adult Care Food Program (CACFP) training upon hire.

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.

Approved:



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Anisha Munshi - Director, Human Resources



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Date