

KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/APPROVED MARCH 2018
RANGE: 35.0
CLASSIFIED
CODE: 2, 3, 7

FOOD SERVICE ASSOCIATE

DEFINITION

Under general supervision, to assist in the preparation, serving, and selling of foods and snacks;

perform specialized and skilled tasks in the preparation and cooking of a variety of foods in a production food service facility;

to assist in the cleaning of the kitchen and serving areas, utensils, and equipment;

to drive a delivery van;

to do other related work as required;

to maintain production activities at a high level of quantity and quality;

to do other related work as required.

EXAMPLES OF DUTIES

Coordinate, organize, and participate in the preparation, cooking, baking, and preparation for delivery of a variety of foods, including entrees, main dishes, vegetables, and other hot foodstuffs;

review and follow recipes and menus in the preparation of meat and other main dishes and specialty food items;

prepare hot and cold sandwiches;

assist in maintaining appropriate inventory of nonperishables;

participate in the research and testing of new food products;

estimate needs for supplies and foodstuffs;

may prepare food for banquet and catering type food service activities;

inspect the food service area of responsibility to maintain it in an orderly, safe, and sanitary condition;

participate in the preparation, packaging, and periodically serving of foods, including the preparation of sandwiches, salads, fresh fruits and vegetables, hot entrees, and a variety of other foods;

may serve hot and cold foods, salads, beverages, desserts, and snacks;

assist in maintaining the food service facility in a safe, clean, and sanitary condition;

may assist in receiving and storing of foodstuffs, supplies, and materials;

assist in maintaining inventory control;

may act as a cashier, including the counting of monies and developing of cash receipt records;

wash and store utensils, containers, trays, and ice-chests/hot containers;

drive delivery vehicle to transport food service meals to satellite school sites;

load and unload delivery vehicle;

responsible for maintaining the cleanliness of transport vehicle and reporting any issues or accidents as required.

QUALIFICATIONS

Knowledge of:

Methods and procedures for preparing and serving food in large quantities;

standard food service terminology, appliances, and equipment;

sanitation and safety practices and procedures;

skilled and specialized methods and procedures for cooking food in large quantities;

standard food service production equipment, appliances, and utensils;

basic arithmetical calculations and measurement processes.

Ability to:

Efficiently and skillfully prepare main dish and specialty food items;

maintain food production and operational standards;

increase, decrease, or adjust recipe quantities as required;

withstand exposure to hot steam and heat as well as cold from refrigerators and freezers;

understand and carry out oral and written directions;

adhere to standard menus and recipes in the preparation of foods and snacks;

operate and maintain food service related equipment;

work efficiently and effectively;

establish and maintain cooperative working relationships;

lift and carry 50 pounds, climb step ladders, stoop, bend, kneel, squat, stand, and sit driving for long periods;

see and hear sufficiently to perform duties listed above.

Experience:

Six (6) months of food service, and kitchen maintenance functions in a commercial, institutional, or school food service facility.

Education:

High School diploma or GED preferred, supplemented by training in food preparation, safety, sanitation, or other related areas.

Pass and maintain an approved Safety and Sanitation Certificate, supplemented by training in nutrition, quantity cooking, or other related areas.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

3/9/18

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