



## FOOD SERVICE PRODUCTION ASSISTANT

**SALARY GRADE:** [C3-26](#)

### **DEFINITION:**

Under the direction of an assigned administrator, perform a variety of tasks in the preparation and serving of food in large quantities. Responsible for estimating quantity and ordering, maintaining, and inventorying food service supplies.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

#### **General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Communicates effectively orally, in writing, and electronically.
7. Performs other related duties as assigned.

#### **Job Responsibilities**

1. Use a variety of kitchen equipment and utensils in preparation of baked goods, main dishes, soups, pasta, meats, fruits and vegetables, desserts, sandwiches and other items.
2. Prepare specified items related to area of assignment (i.e. grill, sandwich, pasta, or salad station).
3. Estimate and order food quantity; in coordination with the Campus Center Director, initiate purchases as needed to maintain adequate resources for assigned functions; receive, inventory and distribute all food supplies.
4. Maintain storeroom in an orderly and sanitary manner; discard food that is contaminated or spoiled.
5. Set up service area and stock with appropriate amount of food.
6. Provide food service to faculty, staff, students and the general campus community.
7. May help serve food on the line when busy or as needed.
8. Assist with food production for special functions.
9. Ensure that both service and leftover food are stored in a safe and sanitary condition.
10. Clean assigned areas of food service as needed.
11. Serve as backup to the Food Service Executive Chef (Lead) in preparing and cooking main dishes, meats, pasta, and vegetables; prepare salads, sandwiches, fruit, soups, and other foods as needed.
12. Maintain service and related areas in a clean and orderly condition.
13. Provide support in all areas of food service.
14. May deliver supplies/food in food service vehicle.
15. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Basic methods of preparing and serving food in large quantities.
2. Common kitchen appliances and utensils.
3. Cleaning methods.
4. Food storekeeping.
5. Campus Center service procedures.
6. Safety and sanitation principles as they relate to food service and kitchen maintenance.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Learn to operate food services equipment/appliances.
3. Purchase and maintain control of food and supplies.
4. Estimate food requirements.
5. Maintain routine records.
6. Lift and carry boxes and supplies.
7. Understand and carry out oral and written instructions.
8. Observe safety requirements and safe work practices and methods as required.
9. Establish and maintain cooperative work relationships.
10. Work independently and under minimal supervision.

### **Education**

Equivalent to completion of the twelfth grade. Associate's degree in basic hospitality or a minimum of three years in culinary training preferred.

### **Experience**

Two (2) years of experience in food service operations, including food preparation experience.

### **License or Certification**

Possession of a valid class C California driver's license.

## **WORKING CONDITIONS:**

### **Environment:**

1. Indoor kitchen/cooking environment; temperature can be hot or cold.
2. Cafeteria-style environment; noise level is moderate to loud.
3. May include travel to conduct work.

### **Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Lift moderate to heavy objects up to 60 lbs.

Date Approved: March 1, 2011