



FOOD SERVICE WORKER I/II

SALARY GRADE: Level I: [C3-18](#); Level II: [C3-24](#)

DEFINITION:

Under the direction of an assigned administrator or lead, perform a variety of tasks in the preparation and serving of food in large quantities.

DISTINGUISHING CHARACTERISTICS:

Food Service Worker I

This is an entry-level position involving food preparation and/or food serving. Under general supervision, the employee provides support in all areas of food services and assists with general cleaning.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Food Service Worker II after completing two years of service as Food Service Worker I.

Food Service Worker II

This is the second level in the Food Service Worker series involving food preparation and/or food serving. Under general supervision, the employee takes full responsibility for a specific component of food services. May deliver supplies/food in food service vehicle as required.

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 and cook specified items related to area of assignment (i.e. grill, sandwich, pasta, or salad station).

3. Set up service area and stock with appropriate amount of food; provide food service to faculty, staff, students and the general campus community.
4. Clean and close assigned areas of food service as needed.
5. Demonstrate food preparation and service techniques to student assistants.
6. Ensure that both service and leftover food are stored in safe and sanitary condition.
7. Maintain service and related areas in a clean and orderly condition.
8. Provide support in all areas of food service.
9. May deliver supplies/food in food service vehicle.
10. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Campus Center Food Services Assistant I

Knowledge of:

1. Basic methods of preparing and serving food in large quantities.
2. Common kitchen appliances and utensils.
3. Cleaning methods.
4. Campus Center service procedures.
5. 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. Lift and carry boxes and supplies.
4. Understand and carry out oral and written instructions.
5. Observe safety requirements and safe work practices and methods as required.
6. Establish and maintain cooperative work relationships.
7. Work independently and under minimal supervision.

Education

Equivalent to completion of the twelfth grade.

Experience

One year experience in food services.

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