

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: Food Service Assistant

REPORTS TO: Director, Rancho El Chorro Outdoor School
SUPERVISES: No supervisory responsibilities

DEFINITION:

Assist in the preparation and service of main entrees, vegetables, salads, bread, desserts, and other food items for the Rancho El Chorro Outdoor Education program, staff, and/or attending conferences. Pick-up, deliver, store, and distribute food and kitchen equipment.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Valid California driver's license.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. One year experience cooking in school or industrial setting.

KNOWLEDGE AND ABILITY:

1. Knowledge of modern methods of food preparation for large quantities of people.
2. Knowledge of health, safety, and sanitation rules and regulations pertaining to food preparation.
3. Knowledge of basic mathematic calculations/formulas for quantities.
4. Knowledge of appropriate safety precautions and procedures.
5. Knowledge of proper lifting techniques.
6. Ability to operate a computer.
7. Ability to plan a menu.
8. Ability to operate and care for institutional kitchen equipment.
9. Ability to prepare large amounts of food within established timelines.
10. Ability to observe and meet governmental health and safety regulations.
11. Ability to multi-task while maintaining accuracy in recipes and cooking.
12. Ability to meet schedules and time lines.
13. Ability to drive a vehicle to conduct work.
14. Ability to maintain regular and reliable attendance.
15. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
16. Ability to establish and maintain positive and effective working relationships with diverse populations.
17. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
18. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

ESSENTIAL FUNCTIONS:

1. Assist in preparing meats and vegetables and a variety of foods for cooking and/or serving, using electric meat grinders, vegetable peelers and slicers and hand tools in a safe manner according to manufacturer's instructions.
2. Operate standard food service equipment such as ovens, mixers, can openers, slicers, and other kitchen tools and utensils.
3. Set up dining area and serving trays. Serve food at meal times. Clear dishes and dining area after meals.
4. Clean and sanitize dishes, counters, floors, and appliances to meet county health standards. Load dishwasher, hand-wash large pots and pans, clean sinks and counter tops. Assist in maintenance of

kitchen facilities and equipment.

5. Pick up, deliver, store and distribute food items. Fill and process daily food services orders. Take food and equipment inventory. Ensure food shipments are not spoiled or damaged. Rotate perishable and nonperishable inventory when needed.
6. Drive a vehicle to conduct work such as picking up food supplies from vendors.
7. Perform related duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor work environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of kitchen equipment.
2. Standing for extended periods of time.
3. Seeing to perform cooking duties.
4. Bending at waist, kneeling or crouching.
5. Reach overhead, above the shoulders and horizontally.
6. Physical ability to lift 59 pounds from floor to waist.
7. Physical ability to lift 34 pounds from shoulder to overhead.
8. Physical ability to carry 59 pounds.

HAZARDS:

1. Working with power driven kitchen equipment.
2. Working with hot elements (stove).
3. Working with kitchen tools that have sharp edges.

Grade Allocation: 14

Adopted: 10-1-14
