

Citrus College

Position Description

Position: Food Service Assistant I	Position Number:
Department/Site:	FLSA:
Evaluated by:	Salary Range: 10

Summary

Performs service level duties to assist with food preparation, serving, cashiering, and clean up at one or more food service sites.

Distinguishing Career Features

The Food Service Assistant I represents the first level in a service-oriented career ladder and requires assignment at a school site. Advancement to Food Services Assistant II requires an ability to understand and follow oral and written directions, independently operate all aspects of a remote site, snack bar, catering, or perform basic record keeping and data entry.

Essential Duties and Responsibilities

- Serves food items according to specified quantities and customer orders. Prepares food items such as those for sandwich meats, breads, and salad bar. Cuts fruits and vegetables and prepares serving trays.
- Fills and wipes off all condiment containers. Restocks napkin and eating utensil dispensers. Serves and prepares institutional quantities of food items from established menus.
- Restocks and wipes down condiment containers and utensil locations.
- Washes, sanitizes and cleans kitchen area surfaces and serving area. Sweeps floors.
- May launder linens and other materials requiring special cleaning and handling.
- May serve as a cashier, counting money and assisting in completion of relevant food service reports.
- Assembles and may assist with delivery of meals to various campus locations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Food Service Assistant I
@Jacobson, Betts & Company
Effective July 1, 2004

The position requires basic knowledge of institutional quantity food preparation, methods, procedures, service, weights and measures, kitchen safety, and sanitation. Requires sufficient human relation skills to convey a positive of the function and exercise patience when dealing with customers. Math skills to calculate weights and measures.

- **Abilities**

Requires the ability to perform the duties of the position. Must be able to follow oral and written instructions including menus.

- **Physical Abilities**

Requires the ability to perform work predominately of an active nature. Requires the ability to maintain cardiovascular fitness to carry out the requirements of the job. Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

- **Education and Experience**

The position requires completion of a high school curriculum and less than one year of experience in large quantity food preparation and serving.

- **Licenses and Certificates**

May require a valid driver's license. May require a health screen authorizing the incumbent to work in food service.

- **Working Conditions**

Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.