



POSITION DESCRIPTION

Food Services Assistant II

Position Food Service Assistant II

Department/Site.....

FLSA Non-Exempt

Evaluated by.....

Salary Range 14

Summary

Performs food preparation and service level duties connected with food preparation, stocking, serving, clean up, and related duties such as inventory, and data entry Serves as a cashier and balances registers. Prepares and cooks main course items and special orders.

Essential Duties and Responsibilities

- Serves and assists in preparation of institutional quantities of food items from established menus. Prepares items such as sliced meats, bread and rolls, salads, fruit, and vegetable plates.
- Participates in the preparation and backing of breads, rolls, buns, cakes, cookies, and other baked goods.
- Assists in food preparation for special events at assigned or remote campus locations.
- Organizes catering trays and serving areas.
- May provide work direction to assigned food service student assistants.
- Serves food items according to specified quantities.
- Prepares food items such as slicing meats, breads, and salad bar foods. Cuts fruit and vegetables and prepares serving trays.
- Staffs a snack or coffee bar. Inventories and serves pre-packaged snacks, and makes coffee and other drinks.
- May restock vending machines.
- Serves as a cashier, counting money, processing applications, and completing relevant food service reports.
- May assist with inventory and food service deliveries.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires a working knowledge of institutional quantity food preparation, methods, procedures, and service.
- Requires sufficient arithmetic skill to calculate weights, portions and measures.
- Requires a working knowledge of kitchen safety and sanitation.
- Skill at computerized data entry for food service related data and transactions.

- Abilities

- Must be able to perform the duties of the position.
- Requires the ability to operate a full range of kitchen equipment such as but not limited to ovens, stoves, slicing machines, etc.
- Must be able to follow oral and written instructions.
- Ability to enter data onto computerized information systems. Must be able to add, subtract, divide, and use decimals and fractions.



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Physical Abilities

- 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

- A high school diploma, or the equivalent, and two years of food service experience.

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.