

JOB TITLE: FOOD SERVICE WORKER II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare a large quantity and wide variety of baked goods for multi-cafeteria operations and/or coordinate the day to day operations of a satellite kitchen/cafeteria. Employees in this classification receive general to indirect supervision from the Food Service Coordinator and within a framework of standard policies and procedures. Employees in this classification may oversee and coordinate the work of others. This job class is responsible for providing specialized technical functions and/or lead work to other food service employees and functions quite independently.

TYPICAL DUTIES

- Bakes a wide variety of items in large quantities
- Packs baked goods for transporting
- Maintains production log, inventory of baking supplies on hand and needed
- Opens and closes satellite kitchen/cafeteria; checking all appliances and equipment to ensure proper working conditions are met
- Receives and assists in unpacking lunches
- Prepares delivered lunches for serving; keeping hot foods hot/cold foods cold; dishing up individual portions of fruits and salads, etc.
- Sells lunch tickets; calling in daily lunch count and completing daily sales report
- Prepares a variety of other foods as assigned
- Takes money, punches lunch tickets, and makes correct change
- Cleans and takes care of equipment
- Cleans serving counters, utensils, trays, food containers and other equipment
- Operates dishwasher
- Stores food and equipment as directed
- Serves food to students and faculty
- Cleans up spills on floor
- Keeps storeroom clean and orderly; maintaining adequate inventory of necessary supplies
- Communicates kitchen or cafeteria needs to supervising Food Service Coordinator
- Supervises student assistants
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of the basic procedures, methods, and equipment used in the preparation and serving of large quantities of food

FOOD SERVICE WORKER II
MINIMUM QUALIFICATIONS (cont'd)

- Knowledge of proper food service sanitation and safety requirements
- Knowledge of basic mathematics
- Skill to prepare large quantities of baked goods
- Skill to understand and follow directions in an independent manner
- Skill to read and write at a sufficient level to perform required duties successfully
- Skill to maintain simple records and prepare routine reports
- Skill to perform basic mathematical computations accurately
- Skill to operate and maintain assigned food service equipment and appliances in a safe and sanitary manner
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties