

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: NUTRITION SERVICES CATERING ASSISTANT (RANGE 15)**

#### **BASIC FUNCTION:**

Under the direction of the Catering Supervisor, perform catering activities including large quantity cooking, cook chill, baking, salad preparation, food presentation; assist in event set up and teardown, service and transport.

#### **REPRESENTATIVE DUTIES:**

Prepare, assemble, cook and bake a variety of food items, including, salads, baked goods, vegetables, breakfast, lunch and dinner entrees, side dishes and sandwiches. *E*

Adhere to pre-determined menus and standardized recipes. *E*

Review recipes and menus, estimate needed ingredients and the time required for the preparation. *E*

Prepare and submit requisitions for food and supplies. *E*

Assist in receiving, inspecting, inventory control, storage, preparation and transport of foodstuffs, supplies, equipment and materials. *E*

Maintain the food service facility in a clean, safe and sanitary condition. *E*

Ensure that all food is handled properly and safely following all Hazard Analysis and Critical Control Points (HACCP) guidelines. *E*

Serve food items to students, staff and the public. *E*

May be required to perform Point of Sale (POS) duties such as receive cash and make change. *E*

Present, display and market food in an attractive manner. *E*

Operate kitchen equipment including but not limited to, mixer, slicer, dishwasher, warmer, oven, and cook chill. *E*

Clean and sanitize dishes, trays, pots, pans, utensils, grills, chaffing dishes, and other kitchen equipment. *E*

Load and transport food to various catering locations. *E*

Set up and breakdown food preparation lines and serving areas. Ensure proper stock levels are maintained at serving tables. *E*

*Created 05/12/16*

*E = Essential Duties*

Ensure proper food item portions are prepared and distributed. *E*

Review, inspect and taste foods to determine quality and appearance. *E*

Maintain records, catering requests, temperature logs, and transport records in both written and computerized formats. *E*

Assist in the training of Nutrition Services personnel.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, practices, procedures and methods of food safety (i.e. sanitation, storage, handling and temperature monitoring) and serving food in large quantities.

Safe working methods, practices and procedures.

Commercial kitchen appliances, equipment and utensils.

Basic math for culinary arts, pertaining to recipe conversions, measurements and inventory.

Basic record-keeping, money handling, and cashiering.

Computer equipment and job related software.

#### **ABILITY TO:**

Adhere to large quantity food production and preparation standards.

Understand and carry out oral and written directions including complex, standardized recipes.

Establish and maintain cooperative and effective working relationships.

Meet schedules and timelines.

Adjust to a flexible schedule

Obtain and maintain Serve Safe certification.

Perform mathematical calculations with speed and accuracy; collect money and make change.

Operate a cash register, POS, computer, and tablet.

Drive District vehicles.

Learn and follow HACCP, health and sanitation requirements

Communicate both orally and in writing in a clear and concise manner.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: High school diploma or equivalent and three (3) years' experience in quantity food service preparation and food service facility maintenance in a commercial, institutional or school food service facility. Catering experience is desirable.

### **LICENSES AND OTHER REQUIREMENTS:**

Maintain a valid Food Handlers Card.

Possession of a valid California Driver's License.

*Created 05/12/16*

*E = Essential Duties*

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

Food service environment, both indoor and outdoor.

Exposure to heat, and cold as well as noise from exhaust fans, equipment and machinery.

### **PHYSICAL ABILITIES:**

Heavy physical labor.

Lifting objects up to 50 pounds

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling.

Standing for extended periods of time

Hearing and speaking to exchange information in person and on the phone.

Seeing to read various materials

Dexterity of hands, wrists and fingers to operate equipment

### **HAZARDS:**

Exposure to noise, very hot foods, equipment and metal objects

Exposure to sharp knives and slicers.

Exposure to chemicals used for cleaning

Exposure to hot and cold environments.

Working in confining work areas.