

FOOD SERVICE SPECIALIST

JOB SUMMARY

Under general supervision, coordinates, participates in and leads the work activities of specialized food service areas (e.g., main dish/hot production, cold production, special events, catering and dispatch) at the Nutrition Center.

DISTINGUISHING CHARACTERISTICS

The Food Service Specialist classification is distinguished from other related classifications in that the incumbent is responsible for participating in and leading the day-to-day food preparation and operation of specialized food service areas. The higher classifications of Food Production Coordinator Assistant and Food Production Coordinator are responsible for the coordination and supervision of all aspects of food production, food safety, food distribution and staffing of the central kitchen operation.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification report directly to Nutrition Services management personnel and lead the work activities of assigned Food Service Assistant(s) at the Nutrition Center. The Food Production Coordinator provides work instructions to job incumbents in this classification.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Schedules and organizes the work activities of a specialized food service area such as food production, food deliveries, special events
- Trains and leads personnel in their work performance
- May load and/or prepare food carts for delivery to schools and sites
- Maintains and ensures that work areas and equipment are clean, safe to use and in compliance with applicable sanitary standards and codes
- Prepares and/or maintains accurate records and/or processes documents related to Nutrition Services such as food and supply inventory, and end-of-the-month food inventory
- Ensures proper food safety, including food storage and meal quality in compliance with health and sanitation requirements
- Organizes, participates in and/or leads stocking of food items in storerooms, refrigerators, freezers and other locations, and ensures that food and related supplies and materials are available for use
- Performs recipe conversions and/or calculations as needed
- Confers with other nutrition services personnel on nutrition service activities and functions
- Compiles and/or coordinates food counts and determines quantities for food orders
- Performs other related duties as assigned.

Incumbents within this classification may perform some of these additional duties:

- Prepares, cooks, bakes, grills, heats and/or organizes food production such as hot meals, fruits, vegetables, special diets, breakfast items and junior high lunches for assigned specialized food service areas
- Weighs, measures, mixes, cuts and/or reconstitutes ingredients based on recipes as needed
- Coordinates, leads and participates in the loading and unloading of meals on trucks
- Assembles and prepares food and décor for special events
- Assists in the planning of catering events

- Assists in setting food quality standards regarding hot food production and/or cold food production
- Provides input in recipe development.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school or GED is required. Verifiable formal coursework or training (i.e., vocational or college) in food service or a related field is preferred.

Experience: Five years of experience in preparing and/or serving food in large volume food production is required.

Knowledge of: Safe practices of lifting and moving materials; principles, procedures, and methods of computing and preparing food in large quantities; use of equipment, food weights and measures; basic arithmetic; principles, practices and/or techniques of record keeping; principles and practices of food sanitation and safety; proper use and care of kitchen appliances and equipment; methods and procedures for requisitioning, receiving and storing food materials, recipe ingredients and supplies; organization and operation of large volume food production.

Ability to: Read, understand and follow recipes; cook large quantities of food from scratch; perform recipe development, conversions and computations; perform arithmetical calculations related to food production; stand for long periods of time; push, pull, carry, lift and transport large and heavy items such as boxes, sacks of food, food carts, supplies and kettles; handle all types of food; operate a variety of cooking and kitchen machines, equipment, utensils and appliances such as convection ovens, commercial sanitizers, combination ovens, grills, gas ranges and steam kettle jackets; assemble and disassemble equipment for cleaning; maintain proper stock of various equipment; effectively plan and organize the work activities of specialized food service areas; lead the work of others; provide quality customer service; work safely and efficiently; understand, explain, carry out, and provide oral and written directions; exercise good judgment; work independently with minimal supervision; meet schedules and timelines; adhere to Federal Meal program requirements; establish and maintain cooperative work relationships; accurately estimate and order proper quantities of food and supplies; increase and decrease recipe quantities; determine and control settings for cooking and baking equipment; monitor food expiration dates and par levels of items stored; test proper functioning of various equipment; establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program; effectively work in a team environment; and comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.
- A valid ServSafe California Food Handler certification is required.

Special information:

- The availability of private transportation to transport between job sites or the operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 years.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential

functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary depending on school site or specialized department assignment.

Work Environment: The incumbent generally works in an indoor kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects. The incumbent handles all types of food. The incumbent also works around knives, dicers, mixers, slicers and other sharp objects and will be required to drive a vehicle to and from school sites and/or Nutrition Center during all types of weather. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud depending on specific worksites and/or equipment operation.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in a large kitchen setting as follows: to stand for prolonged periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to occasionally reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects and tools, to operate nutrition service equipment; to independently and regularly lift and/or move up to 50 pounds and up to 60 pounds with assistance which includes objects such as sacks of food, boxes, food carts, kettles and supplies; to push and/or pull items on food carts with wheels that may weigh up to 500 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to monitor food quality and quantity, order supplies, etc.; to hear within the normal audio range with or without correction; to communicate orally and in writing in order to exchange information with others. Physical daily attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver's license and acceptable driving record to maintain insurability is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Food Service Specialist Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	07/11/83
Revised by the Personnel Commission:	06/03/86, 10/03/88, 6/13/02, 7/3/08, 11/14/11, 4/21/14, 06/10/16