JOB DESCRIPTION

JOB TITLE: Senior Food Service Assistant

Job Family: Food Services

Range: 15

Job Purpose Statement/s: The job of "Senior Food Service Assistant" is done for the purpose/s of overseeing and participating in the preparation and/or serving of food in large quantities; performing more difficult tasks in food production.

Essential Job Functions:

* **Supervises** and/or participates in the more specialized preparation and/or serving of foods, including preparing main dishes and baked goods, vegetables, salads, desserts and other dishes.
* **Assists** in requisitioning, receiving and storing of foods and supplies; estimates quantities of food and supplies required.
* **Assists** in maintaining proper care of equipment and sanitation of the kitchen.
* **Assists** in inventory and maintaining necessary records.
* **Keeps** a variety of records including the daily cash reports and time cards.
* **Supervises** and serves as cashier.
* **Operates** kitchen in supervisor's absence.
* **Assists** with cleanup of general work area.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in district inservice programs.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) years of experience in the preparation and serving of large quantities of food, including the preparation of salads and baked goods.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment.

  Knowledge of modern methods of food preparation, health codes and sanitation principles.

  Abilities to stand for prolonged periods, understand and carryout oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation. Estimate quantities needed and to order correct amounts for economical food service; work efficiently during rush conditions; supervise the operation of kitchen during absence of Manager.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Drivers' License.
* **Other**: Appropriate Food Handler Permit.