

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Food Service III

BASIC FUNCTION: Under the supervision of the Manager; performs a variety of tasks related to quantity food preparation and the serving of food items (catering); and performs other campus food operations.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Confers daily with Manager, Food Services.
2. Delivers catering, supplies and food to Norco and Moreno Valley Campuses.
3. Operates District vehicle as assigned.
4. Opens and closes Tiger's Den.
5. Prepares and cooks hot food.
6. Trains new employees at worksite.
7. Provides service to customers; serves on food line as required.
8. Operates cash register, performs operational check out; determines product supply and replenishment requirements; performs money counts and balance receipts; and orders supplies.
9. Prepares specifically assigned menu items, i.e., salads, sandwiches, soups, sauces, meats, vegetables, baked goods, etc., using a prescribed menu, production sheet, established procedures, recipes and time schedules.
10. Maintains daily records of food and supplies used.
11. Sets up and replenishes steam tables and may serve from them.
12. Assists in preparation, distribution and service feeding programs and catered events, as well as maintains a record-keeping system of these activities.
13. Assists in daily meal preparations.
14. Maintains high degree of sanitation in own working area, as well as entire kitchen area.
15. May supervise assigned student help as directed.
16. Takes physical inventory of food and supplies.
17. Stores food items and supplies returned from daily preparation.
18. Stocks and stores food items; maintains inventory of products and equipment; checks deliveries.
19. Operates a variety of kitchen equipment including grill, mixer, fryer, ovens, refrigerators, freezers, and dishwasher.
20. Delivers food for catering functions; cleans up after function; and sets up catering for following day.
21. Participates in District-provided in-service training programs.
22. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
23. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: One year of generally related experience in quantity food preparation and serving is required.

LICENSES/CERTIFICATIONS: Must successfully pass the *National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination* during the first year of employment; must possess a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, are required.

KNOWLEDGE OF: *ServSafe and Hazard Analysis Critical Control Point (HACCP)*; methods of preparing and cooking all foods; basic kitchen utensils and commercial equipment; sanitation and safety requirements in food preparation; quantity cooking and portion control techniques.

ABILITY TO: Understand and carry out oral and written instructions; maintain accurate records; maintain cooperative relationships with those contacted in the course of work.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, faculty, students, other departmental personnel, vendors, and campus police.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Kitchen and cafeteria environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.